

CONTRACTUAL AGREEMENT

Between

ILLINOIS COMMUNITY COLLEGE DISTRICT 525

and the

JOLIET JUNIOR COLLEGE FACULTY COUNCIL,

AFT-LOCAL 604

2015-2016

2016-2017

2017-2018

2018-2019

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PREAMBLE

CONTRACTUAL AGREEMENT

Between The

Board of Trustees

Of

Illinois Community College District No. 525

And The

Joliet Junior College Faculty Union

Whereas Joliet Junior College is responsible to the citizens of Illinois Community College District No. 525 in identifying and serving the educational needs of the District, and

Whereas Joliet Junior College is committed to providing a quality education that is affordable and accessible to the diverse student population which it serves, and

Whereas the recruitment and retention of dedicated and highly qualified Faculty is essential to the fulfillment of the foregoing responsibilities and commitments, and

Whereas the Joliet Junior College is committed to the practice of shared governance and recognizes the importance of faculty input in decision making,

Now therefore the Board of Trustees and the Faculty Union of Joliet Junior College do hereby enter this Contractual Agreement.

ARTICLE ONE

UNION RECOGNITION AND BARGAINING UNIT

Section 1.1 UNION RECOGNITION

1.1.1 The Board of Trustees of Illinois Community College District No. 525 (henceforth referred to as the “Board”) State of Illinois recognizes the Joliet Junior College Faculty Council, AFT-Local 604 (henceforth referred to as the “Union”), as the exclusive bargaining representatives for all full-time faculty members, counselors, librarians, advisors, and Department Chairs. Excluded from the bargaining unit are the College President, other administrative, executive, and supervisory personnel, adjunct faculty, and employees excluded from bargaining unit eligibility under Section 2 of the Illinois Educational Labor Relations Act (IELRA). Full-time is defined as any faculty member teaching more than twelve (12) contact hours per academic semester. In the areas of Rhetoric and Journalism, as per Section 7.3.4 of this contract, full-time is defined as anyone teaching more than nine (9) contact hours per academic semester. In the event of extraordinary circumstances and upon showing a compelling need, and at the request of the Vice President of Academic Affairs, the union president may authorize an adjunct faculty to teach what would normally be considered a full-time load.

1.1.2 The personnel represented by the Union as identified in Paragraph 1.1.1 shall henceforth in the contract be referred to as “faculty,” except in contract provisions applicable to special classifications, i.e. counselors and librarians.

1.1.3 The Board recognizes the Union as the exclusive bargaining agent for those in the above designated unit. The scope of negotiations shall be as prescribed by law.

Section 1.2 BARGAINING UNIT

Those designated by the Union to bargain with the Board or its representative(s) shall represent all faculty members except those excluded in Paragraph 1.1.1 regardless of membership in the Union. However, such unaffiliated faculty members may confer with the President or the Board but shall not bargain concerning matters encompassed within this agreement. No member of the bargaining unit regardless of affiliation shall make any agreement with the College which would be contrary to the provisions of this agreement.

Section 1.3 BOARD OF TRUSTEES LEGAL AUTHORITY AND RESPONSIBILITIES

The Board and the Union recognize that the Board shall retain whatever rights and authority are necessary for it to effectively carry out its responsibilities granted to it by the Illinois Public Community Colleges Act and other applicable laws, except as limited by the written provisions of this Agreement, and through its chief administrative officer reserves final authority in all assignments. To this end, the Board manual of policies will include items not covered by this contract, which policies shall be consistent with the provisions of this Agreement.

Section 1.4 UNION AND BOARD OF TRUSTEES

1.4.1 The parties acknowledge that during the negotiations which resulted in this Agreement, each had opportunity to make demands and proposals with respect to matters within the scope of collective bargaining and that understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement; therefore, the Board and the Union for the life of this Agreement each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject. However, the Board agrees to consult with the Union in establishing pay rates for any new positions brought about by new programs not specifically mentioned in this Agreement.

1.4.2 This Agreement and its appendices supersede and cancel all previous agreements between the Board and the Union, and constitute the entire Agreement between the parties. Any amendment or agreement supplement hereto shall not be binding upon either party unless executed in writing by the parties hereto.

Section 1.5 RECOGNITION OF REPRESENTATION

The Board and the Union recognize that the Union represents professional faculty and that the Board represents all the residents of Illinois Community College District 525, and that both parties have as their primary interest the welfare of the students attending the College.

ARTICLE TWO
UNION-BOARD RELATIONS AND UNION ACTIVITIES

Section 2.1 UNION BOARD RELATIONS

2.1.1 Membership in the Union or any other employee organization not affiliated with the college shall not be a condition of employment for any faculty member. The Board and the Union shall not interfere with, intimidate, restrain, coerce, or discriminate against the professional staff or District 525 or the Board because of membership or non-membership in the Union.

2.1.2 Fair Share

2.1.2.1 If a faculty member covered by this Agreement does not join the Union, such faculty member will:

- a) Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration as annually certified by the Union (hereinafter "Fair Share Fee"); or
- b) Pay directly to the Union a like sum.

2.1.2.2 In the event such an authorization is not signed or such direct payment is not made within thirty (30) calendar days following the commencement of employment of the faculty member or the effective date of this Agreement, whichever is later, the Board shall deduct the Fair Share Fee in payments in the same manner as dues are deducted pursuant to Section 2.11.

2.1.2.3 The Union agrees to indemnify and save the Board harmless against any liability which may arise by reason of any action taken by the Board in complying with the provisions of section 2.1.2.2 above, including reimbursement for any legal fees or expenses incurred in connection therewith.

2.1.2.4 The Board agrees to promptly notify the Union in writing of any claim, demand suit, or other form of liability in regard to which it will seek to implement the provisions of Section 2.1.2.2 above.

2.1.2.5 Any faculty member objecting to the Fair Share Fee based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member shall pay an amount equal to the Fair Share Fee to a non-religious charitable organization. Such organization shall be mutually agreed upon by the faculty member and the Union, or in the absence of such agreement, to an organization on the approved list of charitable organizations established by the Illinois Educational Labor Relations Board.

2.1.2.6 The procedures employed for the implementation of fair share and the rules for the implementation of fair share shall be those established by the Educational Labor Relations Act, 115 ILCS 5/1 et. seq (formerly ch. 48, Section 1711) and by the Illinois Educational Labor Relations Board.

Section 2.2 RIGHTS, BENEFITS AND RESPONSIBILITIES

Rights, benefits, and responsibilities of faculty members set forth in this agreement shall apply to any individual full-time, extra class, or extra-pay contract employment with the Board. No full-time Faculty member shall receive overload compensation lesser than the median adjunct instructor pay rate per contact hour. In the event of conflict between the terms of an individual contract of such employment and the terms of this agreement, the latter shall be controlling.

Section 2.3 STATISTICS AND RECORDS

The Board shall make available to the Union upon its request any and all statistics and records which are public information and which are relevant to negotiations or necessary for the processing of a grievance or the enforcement of the terms of this agreement.

Section 2.4 ADDITIONAL PERSONAL LEAVE DAYS AND RELEASE TIME

2.4.1 The Board agrees to provide support to the Union President and/or his/her designee(s) for the purpose of conducting Union business. The support shall be a non-teaching assignment equal to six (6) credit hours per semester during the 2015-2016 academic year and then seven and a half (7.5) credit hours per semester for the subsequent years of this agreement. The assignment of the release time would be at the discretion of the Union, with no individual receiving more than three (3) hours of release time in any semester. The Union will notify the Human Resources Department prior to the start of each semester about the assignment of the release time.

2.4.2 The President of the Union will be granted two (2) additional personal leave days to be used at his/her discretion for Union services.

2.4.3 The President or chief negotiator of the Union will be granted up to four (4) additional personal leave days to be used at his/her discretion for Union purpose only during the semester immediately prior to the termination of the present agreement.

2.4.4 The Union President (or designee) shall be granted release time necessary to attend the annual (or biannual) convention of the State or National affiliate of the Union. The Union President (or designee) shall be excused for this purpose without loss of salary or leave days, provided the Union shall reimburse the college in advance in an amount equal to the substitute rate times the number of contact hours from which the President (or designee) is released. The Union President (or designee) shall give notice of intention to use such time in writing to the College President or designee at least ten (10) working days in advance.

Section 2.5 FACILITIES AND EQUIPMENT

The Union may make use of college facilities and equipment within the guidelines of established Board policy.

Section 2.6 SCHEDULING UNION MEETINGS

- a) Before scheduling Union meetings, the officers shall check the calendar of the school schedule to make certain there are no faculty meetings called for that time and immediately upon completion of such scheduling, notice shall be given to the President of the College.
- b) It is also recognized that the parties will find it necessary to schedule meetings which do not appear on the pre-planned calendar. If the Union sees the need for such an unscheduled meeting, it will so notify the President's office at least twenty-four (24) hours in advance. The President's office will, after checking its calendar, make every effort to make room for the meeting to be held after normal daytime teaching hours, and if unable to do so, will so notify the Union immediately.

Section 2.7 BULLETIN BOARD SPACE

2.7.1 The Union shall be provided with bulletin board space to post notices and other materials related to Union activities. The bulletin board space allocated shall be labeled for Union use and only Union representatives shall have authority to post materials on the bulletin board. All notices and materials must be signed or initialed by an authorized union representative. In addition, the Union shall be provided space for maintaining records.

2.7.2 The Board shall seek to adjust office assignments so that during the term of office the Union President shall have a one-person office available to him/her.

Section 2.8 UNION MATERIAL IN FACULTY MAILBOXES

Union representatives shall have the right to place appropriate Union material in faculty mailboxes. All notices and materials must be signed or initialed by an authorized Union representative.

Section 2.9 BOARD MEETING AGENDA DISTRIBUTION

The Board shall furnish the Union President with three (3) copies of the Board meeting agenda in advance of each regular or special Board meeting and notification in advance of a study session of the Board. A copy of the public session Board minutes of the immediate past meeting will be furnished to the Union President by 12:00 noon on the second working day after these minutes have been officially approved by the Board.

Section 2.10 NON-DISCRIMINATION

2.10.1 The Board and the Union agree that they shall continue their practice of not illegally discriminating on the basis of race, religion, gender, age, sexual orientation, gender expression, disability, or national origin.

2.10.2 An alleged violation of this section shall not be subject to the arbitration provisions of the grievance procedure contained in the Agreement unless concurrent with the notice to proceed to arbitration the Union and all grievants concurrently submit a comprehensive

waiver and release of all rights to institute a similar allegation to any administrative agency, court or other forum and agree to be bound by the award of the arbitrator herein.

Section 2.11 DEDUCTION OF UNION DUES

The College will deduct Union dues from the pay of each faculty member from whom it receives written authorization, such deduction to be effective no later than thirty (30) calendar days after its receipt and to continue pursuant to its terms until amended or revoked. A list of the employees for whom deductions have been made and accounting of amounts collected and of amounts due shall be forwarded to the treasurer of the Union no later than fifteen (15) days after such deductions have been made. The Union agrees to refund to the College any dues which may have been erroneously remitted to the Union. The dues authorization form shall be mutually agreed upon by the College and the Union.

Section 2.12 MONTHLY MEETING WITH PRESIDENT OR DESIGNEE

The President of the College and/or his/her designated representative shall meet with the President of the Union and/or his/her representatives at least once each month during the life of the agreement at a mutually agreeable time and place. Upon request either party shall indicate in advance the item(s) which it desires to discuss.

Section 2.13 DISTRIBUTION OF CONTRACT

The Board will furnish one (1) copy of the contract to every member of the bargaining unit. In addition, thirty-five (35) copies will be provided to the Union President. Additional copies may be requested through the Human Resources office with ample notice.

Section 2.14 SCHOOL CALENDAR

Before the administration recommends the official school calendar to the Board of Trustees, the President of the College will ask the Union (faculty) representative for recommendations.

Section 2.15 FACULTY/FAMILY COURSE ENROLLMENT

Full-time and retired faculty members and their spouse and dependents (as determined by the IRS Code and Regulations) shall be entitled to enroll in courses offered by Joliet Junior College, with all tuition charges waived.

Section 2.16 INTENTION TO CONTINUE DISCUSSIONS PRIOR TO CONTRACT NEGOTIATIONS

The faculty of Local 604 A.F.T. and District 525 Board of Trustees and Administration would like to assert their intention to continue the concept of productive preliminary discussions that can lead to acceptable and satisfactory early contract settlements.

ARTICLE THREE
DEPARTMENT CHAIR

Section 3.1 DEPARTMENT CHAIR OVERVIEW

A Department Chair, selected in accordance with Section 3.3 of this Article, will be appointed by the Board of Trustees at its April meeting for a two-year term beginning with the first summer session of each odd-numbered year. Each Chair will be assigned to report to a specific Dean with regard to performance of his or her duties. The Department Chair shall represent the Department; meet all contractual obligations; conduct monthly Department meetings; attend monthly Chair meetings with the assigned Dean and the Vice President of Academic Affairs; participate in institutional planning, including student completion efforts, budget preparations, and schedule preparations; facilitate curriculum development, assessment, and program evaluation and review; interact with students to meet needs and resolve concerns; facilitate hiring process for adjunct and full-time faculty and staff; and evaluate the adjunct faculty. The Board utilizing principles of progressive discipline can, upon receiving documentation of a Chair's persistent disregard or neglect of assigned duties, remove the Chair from office upon recommendation of the President. A new Department Chair will be selected under the provisions of Section 3.3.

Section 3.2 DEPARTMENT CHAIR RESPONSIBILITIES

3.2.1 The appointment process and compensation for Department Chairs are considered a part of this contract. However, in no way shall the duties of the Department Chair be negotiable or grievable under the terms of this agreement.

3.2.2 A job description outlining the assigned duties and responsibilities of the Department Chair will be provided to an elected or appointed Department Chair at the beginning of the new term of office as defined in 3.3. This job description is for public information and shall be made available to any individual who requests it.

3.2.3 The Administration will provide a training program for first-time Department Chairs and continuing administrative development opportunities for current Department Chairs. This program will include preparation for their assigned duties. This program will emphasize training in motivation of faculty, curriculum development, student issues, promotion of retention and completion, federal and accreditation standards, annual program update, and other assigned duties. Initial Chair training for new Chairs will be held before the end of Spring Semester in odd-numbered years. A committee of Chairs and Deans will create the program. All Chairs shall participate in this ongoing training.

Section 3.3 BALLOTING PROCEDURE AND APPOINTMENT

Between March first (1st) and March tenth (10th) of each odd-numbered year, each department shall recommend by secret ballot a full-time faculty person or persons for the position of Department Chair. The balloting procedure shall be under the supervision of the most senior faculty member of each department who is not then a Department Chair. Balloting procedures will be announced at the February department meeting. In the event of a contested election, there will be an opportunity for a candidate forum. The counting of the ballots shall be done in public. The results of the balloting shall be promptly submitted to the Vice President of Academic Affairs. If the balloting shall disclose that two-thirds (2/3) or more of the faculty of a department concur in the recommendation for Department Chair, the Vice President of Academic Affairs shall endorse such recommendation. If the Vice President wishes to recommend contrary to a less than two-thirds (2/3) majority vote of the department, he/she must convey his/her reason in writing to the department. In either situation, the Vice President of Academic Affairs shall transmit the results of the balloting and his/her own recommendation to the President in time to permit the Board to confirm appointments at its regular April meeting. All appointments shall be effective at the beginning of the first summer session and shall continue for two (2) academic years. Any vacancy in the position of Department Chair shall temporarily be filled by appointment of the Vice President of Academic Affairs until an election shall be held in the same manner.

If, in the opinion of the administration or the department, the Department Chair has not fulfilled the responsibilities of the position appropriately, either may request a department vote of confidence to be held. If the Department Chair fails to secure a majority vote of confidence, an election as described above shall be held in sufficient time for the President to recommend an appointment at the Board's next regular meeting. The Department Chairs are held to the provisions of Section 5.5.5.1 in their role as faculty serving as a Department Chair.

Section 3.4 VACANCIES

3.4.1 Retirement of a Department Chair

The appointment as Department Chair will end no later than the final day of the last Spring or Fall semester in which the retiring Department Chair is employed as a full-time faculty member for the entire semester. If the retirement occurs before the end of the Department Chair's two-year term, a new Department Chair will be elected in the manner described in Section 3.3 in March for Spring retirees or in October for Fall retirees.

3.4.2 Permanent Vacancy of a Department Chair

In the event of a permanent vacancy, a special election will be held as soon as reasonably possible. The appropriate Vice President/Dean may appoint a replacement to serve temporarily until the special election is held in the manner described in Section 3.3.

3.4.3 Temporary Vacancy of a Department Chair

In the event of a temporary vacancy of more than two weeks but less than twelve weeks in the position of Department Chair, the appropriate Vice President/Dean may appoint a temporary chair to serve until the Department Chair is able to resume his/her duties. If it becomes apparent that any vacancy will be in excess of twelve weeks, a special election will be held as soon as reasonably possible in the manner described in Section 3.3 to elect a temporary chair to serve until the Department Chair is able to resume his/her duties or the end of the Department Chair's term.

3.4.4 Short Term Absences

At the beginning of each Fall or Spring semester or Summer term, the Department Chair will designate, with the approval of the appropriate Vice President/Dean, a full-time faculty member or members from his or her department to perform routine day-to-day duties in the event that the Department Chair is unavailable due to short term absences (not to exceed two weeks).

Section 3.5 CHAIR'S STIPENDS

The data used for the calculation of all Department Chair stipends will be based upon credit hours reported in the College's official State apportionment claims submitted to the Illinois Community College Board for the previous year.

3.5.1 Annual Fall/Spring Stipend

3.5.1.1 Chair of a Department of Classroom Faculty

Each Department Chair of a department composed of classroom faculty will receive a total stipend for those duties performed for the portion of the academic year being defined as the Fall and Spring semesters. This stipend will be paid over the course of the Fall and Spring semesters, commencing with the first pay period in the academic year.

The stipend will be based on three components including

- a) A base stipend determined by the number of full-time faculty members in the department

# Faculty	1-15	16-20	21-25	26+
Base stipend (Fall 2015- Spring 2016)	\$3800	\$5100	\$6400	\$7700
Base stipend (Fall 2016- Spring 2019)	\$4000	\$5100	\$6400	\$7500

- b) the number of credit hours generated by the department in the Fall and Spring of the previous academic year at \$0.10 per credit hour for the 2015-2016 academic year; at \$0.09 per credit hour for the 2016-2017, 2017-2018, 2018-2019 academic years

- c) the total number of adjuncts within the department (unduplicated within the semester) in the Fall and Spring of the previous academic year at \$25.00 per adjunct faculty per semester for 2015-2016 academic year; at \$40.00 per adjunct faculty per semester for 2016-2017, 2017-2018, 2018-2019 academic years

3.5.1.2 Chair of a Department of Non-classroom Faculty

Each Department Chair of a department composed of non-classroom faculty, such as the Counseling Department and the Library, will receive a total stipend for those duties performed for the portion of the academic year being defined as the Fall and Spring semesters. This stipend will be paid over the course of the Fall and Spring semesters, commencing with the first pay period in the academic year.

The stipend will be based on two components including:

- a) a base stipend of \$3800 for the 2015-2016 academic year and of \$4000 for subsequent years of this agreement
- b) three –fourths of the number of credit hours generated in Fall, Spring and Summer (of previous year) by the entire college in consideration of services rendered for all students at \$0.01 per credit hour

3.5.1.3 Proration of the Fall/Spring Stipend

A proration of the Fall/Spring stipend will be paid to any individual covering the Department Chair's responsibilities for any significant period of time (other than described in Section 3.4.4-Short Term Absences) that the Department Chair is unavailable during the Fall or Spring semester. Likewise, a proration of the Fall/Spring stipend will not be paid to the Department Chair for any significant period of time that he/she is unavailable during the Fall or Spring semester.

3.5.2 Summer Stipend

Payment of the summer stipend shall be contingent upon the Department Chair's commitment to perform all duties listed in the job description for the summer period. It is expected that the Department Chair will be regularly available to address departmental and student concerns. Prior arrangements for coverage should be made and approved by the appropriate Vice President/Dean, if the Department Chair is unable to work for any part of the summer.

3.5.2.1 Chair of a Department of Classroom Faculty

Each Department Chair of a department composed of classroom faculty will receive a total stipend for those duties performed during the summer. This stipend will be paid over the course of the Summer, commencing with the first pay period in the summer.

The stipend will be based on three components including

- a) a base stipend determined by the number of credit hours generated by the department the previous Summer

Credit Hours	Base Stipend
0-1999	1 contact hour of pay based on the Summer salary schedule
2000-2999	2 contact hours of pay based on the Summer salary schedule
3000-4999	3 contact hours of pay based on the Summer salary schedule
5000 or more	4 contact hours of pay based on the Summer salary schedule

- b) the number of credit hours generated by the department the previous Summer at \$0.09 per credit hour
- c) the number of adjuncts within the department (unduplicated for the entire Summer of the previous year) at \$40.00 per adjunct

3.5.2.2 Department Chair of Non-classroom Faculty

Each Department Chair of a department composed of non-classroom faculty, such as the Counseling Department and the Library, will receive a total stipend for those duties performed during the summer. This stipend will be paid over the course of the Summer, commencing with the first pay period in the summer. The stipend will be based on two components including

- a) a base stipend of one contact hour of pay based on the Summer salary schedule
- b) one fourth of the number of credit hours generated in Fall, Spring and Summer (of previous year) by the entire college in consideration of services rendered for all students at \$0.01 per credit hour

3.5.2.3 Proration of the Summer Stipend

A proration of the Summer stipend will be paid to any individual covering Department Chair’s responsibilities for any significant period of time (other than described in Section 3.4.4 – Short Term Absences) that the Department Chair is unavailable during the Summer. Likewise, a proration of the Summer stipend will not be paid to the Department Chair for any significant period of time that he/she is unavailable during the Summer.

Section 3.6 RELEASE TIME FOR DEPARTMENT CHAIR

3.6.1 Release time is based on the number of faculty supervised:

1-4 full-time faculty members	3 credit hours
5-10 full-time faculty members	6 credit hours
11 or more full-time faculty members	9 credit hours

3.6.2 No classroom Department Chair shall teach fewer than six (6) contact hours per semester. Each classroom Department Chair must teach a minimum of fifteen (15) contact hours each academic year, which consists of the Fall and Spring semesters. Each non-classroom Department Chair shall split his/her time between providing student services appropriate to his/her department and chair responsibilities. Each Chair will also be trained as an academic advisor and serve as needed.

Section 3.7 ADJUNCT FACULTY EVALUATION

Department Chairs shall be responsible for the evaluation process as outlined in the adjunct union contract and may request the appointment of adjunct faculty evaluators with the approval of the Dean and the Vice President of Academic Affairs. Adjunct Faculty Evaluator duties shall be determined by the Vice President of Academic Affairs. No Department Chair or Program Coordinator may be paid as an Adjunct Evaluator without advance approval of the Vice President of Academic Affairs/Dean. Adjunct Faculty Evaluators will be compensated at the rate of sixty-four dollars (\$64.00) for each classroom observation of an adjunct instructor.

Section 3.8 EVALUATION OF CHAIRS

All Department Chairs will be evaluated yearly by the appropriate Dean and will meet with the appropriate Dean to discuss the evaluation. Input will be requested from all faculty members in each department and used in the evaluation process. Department Chairs will also complete a yearly self-evaluation, which may include input from their department faculty.

Section 3.9 COORDINATORS

- 3.9.1 The College and the Union recognize that the College must frequently depend upon highly specialized faculty members to guide and monitor specialty areas of teaching and learning. These coordinator assignments can be requested by a Department Chair, approved by the Dean and created by the Vice President of Academic Affairs when needed. When a denial for a coordinator assignment is made, the Vice President of Academic Affairs shall notify the Dean who will notify the Department Chair and the faculty member of his or her decision in writing. The notification shall include a rationale for the decision. A part-time instructor shall be appointed only if there is not a qualified full-time faculty member available. All coordinators will be evaluated yearly and all qualified faculty can apply for a coordinator position during the annual application process.
- 3.9.2 The faculty member appointed as a coordinator shall be compensated as agreed by the Dean and the faculty member. Such compensation shall be in the form of hours(s) of release time or a stipend, provided such stipend is equal to or more than its contact hour equivalent. The Department Chair will provide information to the Dean concerning the time commitment and assigned duties for the coordinator position.
- 3.9.3 The duties of the coordinator shall be approved by the appropriate Vice President, in consultation with the Dean. These duties shall be made available to the faculty member in writing at the time the compensation is reviewed. The final agreement concerning compensation and assigned duties will be made available to the Union President at the time of approval.
- 3.9.4 Generally, coordinators will support processes that will continually evaluate student learning and will be open and public about student learning outcomes.

ARTICLE FOUR
SALARY AND RATES OF PAY

Section 4.1 ANNUAL SALARY GUARANTEE

The annual total of the basic salary shall not be reduced or increased by any change which might be made in the academic college calendar unless extenuating circumstances beyond the control of the Board make this impractical.

Section 4.2 SALARY SCHEDULE

See Appendix A for the faculty salary schedules for the academic years 2015-2016 and 2016-2017.

Recognizing that the College's ability to collect property tax revenue is subject to the Illinois *Property Tax Extension Limitation Law* (PTELL) based on the annual percentage increase in the Consumer Price Index for All Urban Consumers in the U.S. (CPI-U), as published by the U. S. Department of Labor's Bureau of Labor Statistics, the faculty salary schedules for the 2017-2018 academic year and the 2018-2019 academic year will be developed based on CPI-U when the CPI-U for the appropriate year becomes available.

The faculty salary schedules for academic years 2017-2018 and 2018-2019 will be calculated by increasing each base salary listed in the faculty salary schedule for the prior academic year by a percentage increase equal to the CPI-U for the calendar year ending prior to the start of the academic year for which the salary schedule is being calculated, with an annual floor of one and a quarter percent (1.25%) and an annual ceiling of three percent (3%). However, if the State of Illinois modifies PTELL such that the College cannot increase its tax levy by the full CPI-U adjustment for the 2017 and/or 2018 tax levy years, and the State does not replace the lost revenues, the ceiling will instead be the percentage increase allowed within the modified PTELL, not to exceed three percent (3%). Under no circumstances will each base salary listed in the faculty salary schedule increase by less than one and a quarter percent (1.25%).

For example, the percentage increase for the 2017-2018 academic year will reflect the CPI-U for calendar 2016, which represents the percentage increase between December 2015 and December 2016. The faculty salary schedule for the 2017-2018 academic year will be calculated after the CPI-U for December 2016 is published in January 2017. The faculty salary schedule for the 2017-2018 academic year will then be calculated jointly by a designee of the College President and a designee of the Union President and submitted to the Human Resources Department, which will make the schedule available to all faculty before February 15, 2017.

Similarly, the percentage increase for the 2018-2019 academic year will reflect the CPI-U for calendar 2017, which represents the percentage increase between December 2016 and December 2017. The faculty salary schedule for the 2018-2019 academic year will be calculated after the CPI-U for December 2017 is published in January 2018. The faculty salary schedule for the 2018-2019 academic year will then be calculated jointly by a designee of the College President and a designee of the Union President and submitted to the Human Resources Department, which will make the schedule available to all faculty before February 15, 2018.

Section 4.3 INITIAL PLACEMENT

Appropriate initial placement on the salary schedule shall be made with respect to educational degrees and certificates from accredited institutions (must be accredited at the time the degree is awarded), work experience, and other clearly relevant factors. Honorary degrees are not applicable to initial placement. The Board shall have the right to initially place appropriate candidates according to the Initial Placement Schedule in 4.3.1.1.1 and up to the D column on the salary schedule. A maximum of two years of military experience shall be included in making such placement.

The Union shall be given an opportunity to review, with the Vice President of Academic Affairs, the justification(s) for recommending the granting of placement credit which is in any way in variance with the number of years of actual teaching or work experience. Such opportunities shall be extended prior to employment action by the Board.

A new faculty member's vertical step placement shall follow the guidelines established by the Initial Placement Schedule and the provisions of Section 4.3.6. Year-for year credit shall be given for teaching full-time within the relevant academic discipline at an accredited college or university. Other related experiences may be evaluated on a case-by-case basis.

Official transcripts from institutions of higher learning and the military, as well as other documents to support experience and qualifications upon which judgment for the placement is made, shall be filed in the Human Resources Department.

4.3.1.1 Initial Placement Schedule

4.3.1.1.1 The Administration will place newly hired faculty members on the salary schedule using the following as a guide:

Initial Placement Schedule	
Recognized Years of Experience	Initial Step Placement
0	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	10
10	11
11	12
12 or more	13

- 4.3.1.1.2 Faculty hired after the effective date of this contract with only an Associate's degree will be placed in the B-column of the salary schedule. These faculty will remain in the B-column at the initial placement until a bona fide Bachelor's degree is earned from an accredited institution.
- 4.3.2 To be computed as graduate credit for columnar (horizontal) placement, graduate work will be in the professional area for which the faculty member is hired, with practicum experience included for counselors. A Bachelor's degree requiring more than 150 semester hours of college training shall be evaluated as a Master's degree.
- 4.3.3 Graduate hours must be earned subsequent to the last degree attained in order to qualify for advanced columnar placement. Normally thirty (30) semester hours are required for a Master's degree. However, in some Master's programs, as many as forty-five (45) or sixty (60) semester hours are required. In these cases, the evaluation shall be a Master's degree plus those hours in excess of the normal. (e.g., a Master's of Fine Arts which required sixty (60) semester hours shall be evaluated as a Master's plus thirty semester hours). To qualify for placement on the Doctorate degree column, a faculty member must have an earned doctorate which includes forty-five (45) or more graduate hours beyond the Master's degree.
- 4.3.4 For a person with a Bachelor's degree or an Associate's degree, placement on the Master's degree column may be granted if the person has attained journeyman certification or other professional certification equivalent to journeyman status directly related to his or her teaching field. Work experience and/or related instruction

applied to this provision may not be otherwise applied to vertical step credit and/or column credit on the salary schedule. This provision shall apply only in instances where the job vacancy being filled has been advertised with professional certification and/or journeyman certification as a job qualification. For purposes of administering this provision, journeyman certification shall meet the requirement of the U.S. Department of Labor. At the time of initial placement, persons qualifying under this provision will be apprised of the options of accepting step credit for their work experience and will be asked to sign a statement accepting whichever placement they prefer for the life of their employment with Joliet Junior College. Persons qualifying under this provision shall be eligible for Master's plus thirty (30) placement if they hold a Master's degree at the time of initial employment.

- 4.3.5 The candidate will be given a copy of this contractual agreement between the Board and the Union at the time the contract for the position is presented to the candidate for his/her signature. The salary schedule placement of a new employee and the basis for that placement shall be made public at the Board meeting at which his/her appointment is approved and the basis for that placement shall be sent to the Union President or designee.
- 4.3.6 The College President, subject to the approval of the Board and subject to the provision of this agreement, may exercise judgment in the evaluation of a candidate's qualifications and placement of the candidate on the salary schedule, providing criteria for judgment is not in violation of the provisions of this contract.

Section 4.4 ADVANCEMENT ON THE SALARY SCHEDULE

- 4.4.1 A faculty member's eligibility for advancement vertically on the salary schedule shall be dependent upon successful teaching, counseling, or library experience or their equivalent. Advancement horizontally ordinarily depends on the attainment of the required number of graduate hours earned subsequent to the highest degree used for placement or movement on the schedule. Honorary degrees are not applicable to use as a basis for advancement on the salary schedule. However, in special cases advancement may be achieved by the completion of approved undergraduate hours, by completion of continuing education or professional certifications, by completion of alternative credit, or by their equivalents subsequent to initial placement. To qualify, these special cases must have prior approval of the Vice President of Academic Affairs.

4.4.1.1 Continuing Education and Professional Certification

Continuing education credit and certifications, awarded through workshops and institutes, will be considered for credit for lane advancement.

As a guideline, each credit toward advancement on the salary schedule would require from sixteen (16) to twenty-four (24) clock hours of workshop time. To qualify, these workshops must receive prior approval by the appropriate Dean.

4.4.1.2 Alternative Credit

Faculty members may submit projects and planned experiences for consideration towards lane advancement that will significantly add to their teaching discipline, their skills as professionals, and/or to the goals of the College. Faculty members must submit these projects or experiences for consideration in advance of any work. The credit awarded will be mutually agreed upon by the applicant and the Dean. Alternative credit will not exceed six (6) hours of any advancement application. The Vice President of Academic Affairs may approve training provided by the College for alternative credit.

4.4.2 Upon submission of and verification of a faculty member's documentation demonstrating completion of the requirements for movement to another column, the faculty member will be placed in the appropriate column and step. Additional step advancement will be subject to the evaluation and judgment of the President's office. These materials will be retained in the faculty member's file in the Human Resources Department.

4.4.3 The professional training of faculty will be evaluated in terms of semester hours and upgrading of occupational expertise. To be considered for advancement on the salary schedule, all credits and evidence of upgrading will be filed with the appropriate Vice President either on or before October 1 or March 1. Advancement recommendations will be acted upon at the Board meeting following the filing, with the base salary adjustment beginning in the Fall Semester or Spring Semester immediately following Board approval.

No Faculty member may advance horizontally more than two columns within an academic year. No Faculty member may advance horizontally if he/she has been accepted for retirement and is receiving raises under Section 13.3.2. A Faculty member may advance horizontally if he/she has been accepted for retirement but is not receiving raises under Section 13.3.2, with any resulting increase in total salary capped at 6%.

4.4.4 Faculty who render satisfactory service and satisfactorily perform their departmental and institutional responsibilities will progress normally by steps of advancement on the salary schedule.

4.4.5 Provisions 4.3.2, 4.3.3, and 4.3.4 shall apply to advancement on the salary schedule if attained after initial placement.

4.4.6 Graduate credits earned in programs primarily designed to train people for professions other than teaching shall be evaluated by the College President, and those courses that have direct application to the teaching field shall be applicable to placement on the salary schedule. All new faculty members shall have such credits evaluated at the point of initial employment. All faculty members presently employed by District No. 525, who have completed such courses shall submit a list of courses with accompanying official transcripts.

- 4.4.7 Graduate hours to be counted for placement on the salary schedule shall be in the teaching field, or if outside the teaching field, shall have prior approval from the appropriate Vice President.
- 4.4.8 In all cases, credits applied toward salary schedule advancement earned after September, 1969, shall have a grade average of no less than "B" with no grade of less than "C". Courses taken where letter grades are not given shall bear a mark acceptable for the graduate program at that institution.
- 4.4.9 Persons whose initial placement was on the Bachelor's column may be placed on the Master's column after the attainment of thirty (30) semester credit hours or the accumulation of other professional certification that is equivalent and directly related to his or her teaching field earned subsequent to initial placement, applicable under the provisions of this contract and as approved by the appropriate Vice President. Persons qualifying under this provision may not advance beyond the Master's plus sixty (60) column until a bona fide Doctorate degree (earned pursuant to Section 4.4.7 of this Article) has been obtained. No retroactive credit for advancement will be awarded.

Section 4.5 SALARY SCHEDULE EXTRAPOLATIONS

- 4.5.1 Full-time faculty members who are employed to teach beyond the academic year (with the exception of summer school, which is on an overload basis) will be paid an additional ten percent (10%) of their academic year salary per month worked.
- 4.5.2 Any full-time faculty member who at any time may become incapable of carrying a full work schedule may petition for a lighter load and be paid proportionally if recommended by the College President and approved by the Board.

Section 4.6 RETURNING FACULTY

The salary of each member of the faculty in the bargaining unit shall be that salary listed in the salary schedule (Appendix A) which corresponds to his/her official records. Each full-time faculty member not currently at the maximum step in his/her column shall advance by annual step movement until he/she reaches the maximum step in his/her column, except when the faculty member is placed on probation.

Section 4.7 NEW FULL-TIME FACULTY MEMBERS

The employment contract submitted to a prospective faculty member for his/her signature shall include his/her horizontal and vertical placement on the salary schedule. In addition, he/she shall receive a letter which will specify the years of military work and teaching experience and education for which he/she has been credited.

Section 4.8 USE OF FACULTY SUBSTITUTES

Faculty members employed to substitute for absent faculty are assigned at the discretion of the Department Chair with review by the appropriate Dean and shall be paid \$31.00 per instructional hour for classroom faculty or clock hour for non-classroom faculty.

Section 4.9 ACADEMIC ADVISORS

The reimbursement rate per semester will be eight hundred and fifty dollars (\$850) for academic year 2015-2016 and then nine hundred and thirty-five dollars (\$935) in subsequent years of this agreement for the fulfillment of essential job duties and key responsibilities as documented in the Academic Advisor position description. When used for summer duties, an advisor will be contracted on the basis that the two (2) six-week summer sessions or the eight-week summer session will be equal to a one-semester assignment and will be compensated accordingly. Advising appointments could include some evening and weekend hours and will be mutually agreed upon by the advisor, the Counseling Department Chair and the appropriate Dean prior to the assignment of the advisor contract. Partial academic advisor contracts may be offered on a prorated basis if financial resources are available.

Section 4.10 INDEPENDENT STUDY

Faculty members shall be eligible for remuneration when teaching independent study at the rate of fifty dollars (\$50) per credit hour for academic year 2015-2016 up to a maximum of twenty (20) student credit hours per semester. The rate will increase to sixty dollars (\$60) for academic year 2016-2017 and seventy-five dollars (\$75) for academic years 2017-2018 and 2018-2019. The maximum student credit hours will remain at twenty (20) for the length of this agreement.

If four (4) or more students need to register for an independent study, a separate contract may be negotiated between the Faculty, Dean and Vice President for Academic Affairs.

Section 4.11 OTHER ACADEMIC ASSIGNMENTS

The following credit hours should be assigned on faculty load sheets for all individual full-time faculty involved in these activities.

<u>Assignment</u>	<u>Equivalent</u>
Director of Bands	3 credits for Fall and 3 credits for Spring
Director of Choirs/Ensembles	3 credits for Fall and 3 credits for Spring
Directing a Play	3 credits per play
Accompanist	1 credit per play
Choreographer	1 credit per play
Producer	½ credit per play
Livestock Judging	3 credits for Fall and 3 credits for Spring
Forensics*	3 credits for Fall and 3 credits for Spring*
Occupational Coaches*	1 credit per student competition with a
Culinary	3 credit limit for Fall and a 3-credit limit
Vocational	for Spring semesters*
Ag/Hort; Vet-Tech	

(unless course equivalent credit is given)

Section 4.12 PAYMENT SCHEDULES

4.12.1 The calendar years shall be divided into two-week pay periods. Payment for the work done in the pay period (with the exception of overload and extra pay contracts) shall be made not later than one week following the last day of the pay period. Eleven-month (11) or twelve-month (12) employees shall be paid on the basis of twenty-six pays. Employees on contract of ten (10) months or less shall have the option of either a twenty (20) pay plan or a twenty-six (26) pay plan. Overload contracts shall be paid as promptly as feasibly consistent with the work load of the Payroll Department.

4.12.2 Extra-pay and part-time contracts may receive a lump sum payment amount to be payable not later than the next regular payday following the last day of the work week in which the contract terminates, but only after the bargaining unit member desiring such a lump-sum payment has made application in writing to the Human Resources Department for such lump-sum payment with requested appropriate tax deduction one week prior to the beginning date of the assignment.

4.12.3 The first payment on overload contracts with requested appropriate tax deduction will be made no later than the second payday following the first week the overload has started.

Section 4.13 SUMMER SCHOOL

4.13.1 Pay (See Appendix A-3)

Section 4.14 OVERLOAD

4.14.1 Assignment (See Appendix D)

4.14.2 Pay (See Appendix A-3, B and C)

Section 4.15 STUDENT ACTIVITIES ASSIGNMENTS (See Appendix C)

ARTICLE FIVE

FACULTY APPOINTMENTS AND TENURE

Section 5.1 TERMS OF APPOINTMENT

5.1.1 All appointment to the faculty shall be made in the name of the Board upon the recommendation of the College President.

5.1.2 The terms and conditions of every appointment will be stated in writing and be in the possession of both the College and the candidate before the appointment is consummated. The Union will receive a copy of the Board agenda with the candidate's initial placement and the terms and conditions of the appointment.

Section 5.2 TYPES OF APPOINTMENT

5.2.1 Non-Tenured

Non-Tenured appointments are for one (1) year subject to dismissal without cause. Said appointees shall upon request have a right to a meeting with the appropriate Vice President about their dismissal. These appointments are subject to renewal on a year-to-year basis for a total period of three (3) years but not to exceed four (4) years unless an alternate period shall be authorized by law.

5.2.2 Administrative

A person from the bargaining unit assigned to an administrative position shall not be deprived of tenure or credit accrued toward tenure should he/she return to full-time teaching.

5.2.3 Tenured Appointments

Illinois Community College District No. 525 tenure policy shall conform to Illinois state law.

5.2.4 Procedure

5.2.4.1 Faculty members hired to start in the Fall 2007 semester or later must have earned a Bachelor's degree from an accredited institution before tenure will be granted.

5.2.4.2 After the expiration of a non-tenured appointment as defined by state law, i.e., after three (3) consecutive academic years of satisfactory full-time service, but not to exceed four (4) years, a faculty member must be granted tenure if employment is continued.

5.2.4.3 A tenure committee will be established (as defined in 5.5.1.1) to process recommendations to the appropriate Dean and Vice President.

5.2.4.4 The College President will present the committee's recommendations to the Board with his/her recommendation.

Section 5.3 FACULTY RANKING

Faculty shall be classified as instructor, assistant professor, associate professor, or professor according to years of service and level of education (See Appendix G).

Section 5.4 NON-RETENTION OF NON-TENURED APPOINTMENTS

5.4.1 Annual Review

The appropriate Vice President or Dean will review annually the status of each non-tenured member. This review shall be summarized in writing and discussed with the member in a timely manner. The written report shall include the person's strengths and weaknesses, including those comments provided by students, and suggestions for improvement. A copy of the report shall be filed with the appropriate Vice President bearing the signature of the person under consideration indicating he/she has seen the report.

5.4.2 Resignation

Except by mutual consent, a resignation involving a termination of service made within sixty (60) days of the beginning of the next academic year shall be regarded as a breach of contract by the faculty member.

5.4.3 Non-Retention

The non-tenured faculty will be given written notice of non-reappointment or intention not to recommend reappointment not later than the regular March Board meeting of the first three academic years of service or sixty (60) days prior to the end of that academic year, whichever shall last occur (not later than the October Board meeting or sixty (60) days prior to the end of the sixth academic semester for persons hired to start in a Spring semester).

Section 5.5 TENURE PROCESS AND REVIEW

5.5.1 Tenure Committee

5.5.1.1 Tenure Committee Composition

The Tenure Committee shall be composed of six (6) tenured faculty members from six (6) different departments. At the first faculty meeting of each academic year, two faculty members will be elected for three-year terms. At its first meeting of each academic year, the committee will elect a Chair.

5.5.1.2 Procedures

The committee has the responsibility to evaluate materials in each applicant's tenure file, and any evaluations made by the committee shall remain confidential.

5.5.1.3 Duties

It shall be the duty of the Tenure Committee to annually review the tenure files. At the end of the first and second year of the applicant's employment, the Tenure Committee shall express any concerns to the appropriate Dean and Department Chair in writing. These expressed concerns shall not become part of the permanent tenure file. During the third year of the applicant's employment, the Tenure Committee shall make one of the following recommendations to the appropriate Vice President: grant tenure at the end of three (3) years of service; require a probationary fourth (4th) year of service; or deny tenure. Tenure Committee recommendations shall be submitted to the Vice President by the Friday of final exam week in December (or May for Spring hires).

5.5.2 New Faculty Seminar

5.5.2.1 Mission

As a condition of obtaining tenure, new faculty will participate in the College's New Faculty Seminar. This seminar will help preserve the College's strong history of academic integrity by introducing new faculty to the mission, commitment to teaching and learning, and history of Joliet Junior College for the purpose of better serving our students and community. The seminar will provide an opportunity for new faculty to become acquainted with each other as well as with the College. It will also be a time for new faculty to learn from each other and for the Faculty Coordinators to support the development of pedagogical techniques. In addition, the seminar will introduce new faculty to college resources designed to promote their development as educators.

5.5.2.2 Procedures

The New Faculty Seminar is offered during the first year of the faculty member's employment and is facilitated by tenured Faculty Coordinators. Seminar attendance is mandatory and will be discussed with all new faculty members as part of their first-year tenure-track responsibilities. For the life of this contract, the sessions will be held on Thursdays (with the exception of department meeting dates) between 2:30 and 4:30 P.M. New faculty shall not be scheduled for any other college or department activities during this reserved time.

5.5.3 Tenure Process

5.5.3.1 Non-Tenured Faculty Evaluation

The evaluation of new faculty occurs over a three (3)-year period, after which the new faculty member, having exhibited satisfactory performance, would be eligible for a recommendation for tenure status. This procedure is further intended to ensure that proper records of evaluation activities will be available for administrative and Tenure Committee consideration throughout the three years. All required documents are to be placed in the permanent tenure file. (See 5.5.3.5 about the fourth-year extension.)

To facilitate a formative process, a three (3)-person mentoring committee for each candidate will be formed to mentor and provide evaluation throughout the three (3)-year period. Ideally, the mentoring committee will be comprised of the candidate's Department Chair, the appropriate program coordinator, if applicable, and a third faculty member from the department. In smaller departments it may be necessary to enlist a faculty member from outside the department. In such cases the Department Chair will consult with the Dean in choosing the third member of the committee. The Dean will provide training to the members of the committee to ensure the candidate has the support necessary to succeed.

5.5.3.2 First Year of Employment

The following steps shall be followed in the evaluation of all first-year faculty members.

5.5.3.2.1 During the first month of the academic year, the appropriate Dean will arrange a joint meeting with each new faculty member and his/her respective Department Chair. At this meeting, the following topics will be covered and a plan for the new faculty member's evaluation during the first year of employment will be made. These topics may also be covered during the New Faculty Seminar.

- a) The Contract provisions on non-tenured faculty evaluation will be reviewed in detail by the appropriate Dean.
- b) During New Faculty Seminar, the new faculty member will be provided with a copy of the Faculty Tenure Packet, which includes the required forms to be used.
- c) Specific objectives to be met by the new faculty member during the first year of employment will be agreed to by the faculty member and the appropriate Dean.
- d) At the conclusion of the meeting, the appropriate Dean, Department Chair, and the faculty member will sign a document acknowledging an understanding of the tenure procedure.

The following components are required:

- 1) Chair's teaching observations and feedback
- 2) Chair's report (department and College responsibilities)
- 3) Other mentoring committee members' classroom observations
- 4) Other mentoring committee members' year-end one (1)-page narratives summarizing strengths and weaknesses
- 5) Dean's teaching observations and feedback
- 6) Self-evaluation

- 7) Goals and a narrative indicating progress toward goals
- 8) Student evaluations
- 9) Other forms of evaluation agreed upon by the appropriate Dean, Department Chair, and the faculty member, including a statement of the faculty member's teaching philosophy for maximizing student learning and examples of teaching and work materials.

- 5.5.3.2.2 The Department Chair will observe the new faculty member in his/her appropriate instructional role a minimum of three (3) times during the academic year and will provide a copy of his or her report identifying observed strengths and weaknesses to the new faculty member and the appropriate Dean. The other two members of the mentoring committee will each conduct one (1) classroom observation – one (1) in the Fall and one (1) in the Spring.
- 5.5.3.2.3 At least twice during the academic year, the appropriate Dean will observe the new faculty member in his/her appropriate instructional role and will file a report with the appropriate Vice President. Copies of this report will be sent to the Department Chair and the faculty member concerned.
- 5.5.3.2.4 By January 15 (September 15 for persons hired to start in a Spring semester) of the first year of employment, the Department Chair will submit a memorandum of recommendation regarding the reappointment or dismissal of the faculty member to the appropriate Dean. This memorandum should contain information regarding strengths and weaknesses of the faculty member observed as of this date. The appropriate Dean shall submit a formal recommendation for contract renewal or non-reappointment with the Vice President of Academic Affairs by January 31 for Fall hires or by September 30 for Spring hires.
- 5.5.3.2.5 At the end of the first full year of employment, the faculty member shall summarize his/her accomplishments and his/her progress toward achieving the objectives established to ensure quality instruction for the students set forth at the beginning of that year. This goal summary shall be submitted to the appropriate Dean and the Department Chair.
- 5.5.3.2.6 At the end of the first full year of employment, the tenure committee will review all materials in the tenure file and express any concern in writing. The appropriate Dean and the Department Chair shall meet to draft a year-end evaluation report. Prior to filing this report, a conference will be held with the faculty member concerned to review the contents of this report. This report when filed shall bear the signatures of the faculty member and the Department Chair as evidence that the contents of the report have been discussed in the presence of all parties concerned and will become part of the faculty member's tenure file. A copy of this report shall be retained by the faculty member, the respective Department Chair, and the appropriate Dean. This report shall be transmitted no later than the end of June (no later than the end of February for Spring hires) to the respective faculty member and the Department Chair.

5.5.3.3 Second Year of Employment

During the second year of employment, the steps to be followed in the evaluation of non-tenured faculty shall be essentially the same as those utilized during the first year of employment. However, in formulating objectives to be met by the non-tenured faculty member during the second year, consideration shall be given to the strengths and weaknesses observed during the first year of employment and clear plans shall be laid to further enhance the faculty member's strengths and assist him/her with the elimination of identified weaknesses. All reports, observations, and dates prescribed under the first year of employment shall be followed. Recommendation for non-reappointment should identify weaknesses that have not been rectified during the academic year.

5.5.3.4 Third Year of Employment

5.5.3.4.1 Procedures for the Third Year

- a) The procedures to be followed for the third-year evaluation are altered slightly from those followed during the first two years of the evaluation process. Conferences, reports, and dates, with the exception of the date for filing the annual report, shall remain the same.
- b) During the third year, however, each candidate for tenure will submit a narrative to the tenure file by October 15 of the third year of tenure-track employment (March 15 for persons hired to start in a Spring semester). This narrative will be in addition to the goal summary written at the end of each year and will describe the reasons why the person is a good candidate for tenure.
- c) The Department Chair's recommendation for tenure, fourth year extension, or termination of services must be submitted to the Tenure Committee, the appropriate Dean, and the faculty member on or before November 15 (April 15 for Spring hires). The faculty member has the right to respond to the Department Chair's recommendation by December 1 (May 1 for Spring hires).
- d) All additional materials to be considered by the Tenure Committee must be filed by December 1 (May 1 for Spring hires).
- e) The Tenure Committee reserves the right to meet with the candidate and the candidate's Department Chair during deliberations regarding tenure eligibility, qualifications, and the materials in each applicant's tenure file.

5.5.3.4.2 Recommendation for Tenure

Upon conclusion of the first semester of the third year of employment, a non-tenured faculty member will be recommended for tenure, extension for an additional year, or termination of services. The Vice President will recommend tenure if he/she concurs with the Tenure Committee's recommendation for tenure. The Vice President will meet with the Tenure Committee if he/she disagrees with the committee's recommendation or requires clarification prior to making his/her final recommendation to the College President. The Vice President will forward his/her

recommendation along with the recommendation of the Tenure Committee to the College President by January 10 (September 10 for persons hired to start Spring semester).

5.5.3.5 Fourth Year Extension

If a fourth year extension is required, the appropriate Vice President will provide the faculty member with a written set of objectives that must be achieved to complete the tenure process.

5.5.4 Post-Tenure Review

5.5.4.1 In the interest of providing a quality teaching and learning environment, the Union, Board of Trustees, and Administration recognize the value of establishing a professional growth process. This process shall be formative in design and provide necessary resources for continual improvement. The parties understand that faculty in diverse disciplines and with various responsibilities are best served through identifying goals and developing diverse evaluation of teaching and learning measures at the department level.

5.5.4.2 The process shall consist of the following:

- a) Yearly Self-evaluation
- b) Student Evaluation
- c) Peer Classroom Observation (may include college faculty or other professionals in the field) by an evaluator approved in advance by the Dean
- d) Department Chair Classroom Observation and Report
- e) Dean Evaluation

All post-tenure reviews may include evidence of other accomplishments in and out of the classroom. Parts C, D and E shall be administered at least every four (4) years. Any or all parts of the evaluation may be administered more often, upon request by the faculty member, Department Chair, or the appropriate Dean/Vice President. If the faculty member chooses, the President of the Faculty Union will be notified in writing of such a request. The reasons for the request shall be stated in writing by the Department Chair and/or Dean/Vice President if requested by the faculty member.

5.5.4.3 The student evaluation shall be administered in a minimum of eight (8) classes chosen by the faculty member over the four-year period with a minimum of one (1) class evaluated each year. More than one (1) class will be evaluated if requested by the classroom faculty member. One semester during the four-year period, student evaluationS will be administered in all classes of the faculty member. Student evaluations of Counseling and Library faculty may include point-of-contact surveys for individual services and evaluation forms for various group services/activities.

- 5.5.4.4 All post-tenure materials shall be discussed in detail in a conference between the faculty member, Department Chair and the Dean, scheduled by the Dean. The Dean must receive all documentation (5.5.4.2. a-e) at least a week prior to the meeting. The Dean will prepare his/her report with recommendations and development plan for improvement, if necessary. One copy will go to the faculty member and another placed in his/her post-tenure file housed in the Department. The Dean will provide verification to the Human Resources Department that all aspects of the post-tenure review process have been completed in a timely manner. If anyone accesses the post-tenure file other than during the formal process, the faculty member must be notified.
- 5.5.4.5 If a faculty member chooses to teach in another subdivision or area as part of his/her normal load, an appropriate percentage of evaluations will be from that area.
- 5.5.5 Disciplinary Action and Dismissal of Tenured Faculty
- 5.5.5.1 Tenured faculty members enjoy continuous employment subject to disciplinary action or dismissal for just cause, including but not limited to the following reasons:
- a) Professional incompetency as a teacher / counselor / librarian.
 - b) Persistent disregard of faculty responsibilities (See Article 11).
 - c) Negligence or misconduct in the performance of the faculty member's duties as an employee of Joliet Junior College.
 - d) Conviction of a felony.
- 5.5.5.2 If the appropriate Dean/Vice President determines that a faculty member's behavior warrants disciplinary action under criteria listed in 5.5.5.1, he/she may choose from among the following remedies: oral warning, written warning, probation or termination. The disciplinary action will be commensurate with the severity of the violation. The principle of progressive discipline will be enforced for repeated violations. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. The appropriate progressive discipline remedy shall be determined upon consideration of factors including but not limited to
- a) The seriousness of the offense
 - b) The time interval and employee response to prior disciplinary action (s)
 - c) The number of different offenses involved
 - d) Previous work performance.
- The faculty member shall have the right to Union representation at any stage in the disciplinary process.
- 5.5.5.3 Nothing herein shall prevent the College from seeking an informal remedy or accommodation with the faculty member as an alternative to formal disciplinary action.

Failure to achieve resolution through an informal process shall not preclude the College from pursuing formal disciplinary action.

- 5.5.5.4 In the case of the faculty member receiving a written warning, he/she shall have the right to include his/her written response to the warning in his/her personnel file.
- 5.5.5.5 Probation is intended as a formative process to assist the faculty member in coming into compliance with parts a, b, or c of Section 5.5.5.1. The terms of probation may limit the faculty member's eligibility to serve in roles beyond his/her normal teaching, counseling, or librarian duties.
- 5.5.5.6 In the case of a faculty member being considered for probation or dismissal, the procedures of Section 5.5.6 shall be followed.
- 5.5.6 Procedures Preliminary to Probation or Dismissal
- 5.5.6.1 When probation or dismissal 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 probation or dismissal. 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 probation or dismissal.
- 5.5.6.2 Initiation of Formal Proceedings
- If the College President action decides to begin proceedings for probation or dismissal against the faculty member, he/she or his/her representative shall state in writing the specific cause for which the College is seeking probation or dismissal of the individual. Within 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-elected judicial committee to review the evidence and recommend what type of sanction, if any, should be imposed.
- 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 and no more than forty-five (45) calendar days. 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 probation or dismissal. In particular, procedures specified in Section 5.5.6.5 below shall be made known to him/her.

5.5.6.3 Suspension of the Faculty Member

Suspension of a faculty member during the proceedings against him/her may be imposed only if in the judgment of the College President it is warranted to protect the interests of the College and shall be with pay. (Such suspension shall not be considered prejudicial to the faculty member's case.)

Any Department Chair or Coordinator suspended as a faculty member under the provisions of this sub-section shall immediately be suspended from the position of Department Chair or Coordinator in the same manner.

5.5.6.4 Judicial Committee

The judicial committee shall be an elected standing committee of five (5) faculty members. The committee shall be elected by the faculty at the first regular faculty meeting in each academic year. 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.

5.5.6.5 Judicial Committee Proceedings

The committee shall proceed by considering the statement of grounds for probation or dismissal 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 unless the faculty member requests otherwise. If any facts are in dispute, the testimony of witnesses and other evidence concerning the charges shall be received. 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 proof, normally conduct the questioning of witnesses, and, if necessary, secure the presentation of evidence. The faculty member shall have the option of assistance by counsel (at his/her own expense). Any employee of the college may appear and testify if so requested. 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. All testimony shall be under oath administered by the chair of the committee. The faculty member shall have the opportunity to be confronted by all witnesses adverse to him/her. All of the evidence shall be recorded by a qualified court reporter. The record of the hearing shall be available to the faculty member. The hearing procedures shall not necessarily adhere to formal rules of court procedure. 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.

5.5.6.6 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 probation if applicable. Within thirty (30) days 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 three actions: (1) recommend dismissal of the charges; (2) recommend the faculty member be placed on probation; or (3) recommend removal of the faculty member within thirty (30) days. If the committee recommends that the faculty member be placed on probation, the committee may recommend terms for the probation.

A transcription of the hearing may be used during this decision process, if needed. The College President and the faculty member shall be notified in writing of the committee's recommendation. Each shall receive, as promptly as possible and at the same time, a copy of the records of the hearing.

5.5.6.7 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 pursue probation for the faculty member; or (3) to recommend to the Board that the faculty member be dismissed. If the College President decides to pursue probation for the faculty member, he/she and/or his/her designee(s) will meet with the faculty member and his/her counsel to establish mutually agreeable terms and conditions for the probation. If no agreement can be reached, the College President may choose alternative remedies up to and including recommending dismissal of the faculty member to the Board. If the College President recommends dismissal 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.

5.5.6.8 Consideration by the Board

If the College President chooses to seek dismissal of the faculty member, he/she shall transmit the full report of the judicial committee and its action to the Board. The Board's review shall be based on the record of the Judicial Committee hearing, accompanied by opportunity for argument, oral or written or both, by the principals or their representatives. 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.

5.5.6.9 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. Announcement of the final decision shall include a statement of the judicial committee's recommendation.

5.5.6.10 Payment of Salary

If, as a result of the hearing process described herein, the College terminates an appointment in opposition to the finding of the judicial committee, the faculty member shall receive full pay at his/her current salary for a period of six (6) months or until the end of the term of appointment, whichever is shorter. However, in the event that the termination results from a judicial committee finding that the faculty member has been guilty of one of the reasons for dismissal, the Board shall determine what payments, if any, to make beyond the effective date of dismissal, taking into consideration the length and quality of service of the faculty member prior to the operative facts constituting the basis for dismissal.

5.5.6.11 All of the provisions of Section 5.5.6 and subsections 5.5.6.1 through 5.5.6.10, inclusive, shall be inapplicable if the reason or cause for removal shall include behavior of the faculty member which if proven would constitute a felony or behavior modification of which would be irrelevant to the question of dismissal, provided in all instances of proposed removal the faculty member shall have the right to a pre-dismissal hearing. At such hearing, the charges against the faculty member shall be summarized. The faculty member may be accompanied at such meeting by a representative.

5.5.7 Resignation

Notice of resignation from employment by a faculty member who is on tenure shall be submitted to the appropriate Dean/Director in writing at least sixty (60) days prior to the first day of the following academic year.

5.5.8 Reduction in Staff

Termination of a continuous appointment because of financial exigency or because of cutbacks in program shall be based on seniority and the required credentials to teach in the field of qualification. Tenured faculty members shall not be subject to reduction in force if following such reduction there would remain in employment any less senior tenured faculty member or any non-tenured faculty member (full-time or part-time) teaching courses which the tenured faculty member is fully qualified and credentialed to teach (pursuant to Section 5.5.8.2 of this Article) and which courses could be feasibly scheduled as an individual teaching load.

If the Board increases the number of faculty or reinstates the discontinued position within two academic years, tenured faculty will be given first priority for reinstatement insofar as they are qualified to hold such positions. The member of the bargaining unit will be eligible to move to the next step of the schedule had the member been eligible to make such a move at the time of termination or to that step he would have been eligible for had this been an initial placement. All other benefits held on the date of termination shall be reinstated and also effective on the date of re-hire.

5.5.8.1 College-wide seniority and retention of employment

For purpose of retention of employment in the event of reduction in size of the faculty due to the elimination of the courses for which the faculty member is qualified and credentialed to teach (or reduction of services for counseling/library faculty), the least

senior member in the field of qualification shall be the first to be discharged using seniority as defined by 7.3.10.1.

- 5.5.8.2 The qualifications of a faculty member to teach specific courses or particular fields shall be reviewed by a committee based on the current established and published hiring standards at the college. At least two-thirds (2/3) of the committee shall be faculty members appointed by the Union President or designee. The other members of the committee shall be appointed by the President of the College or designee. The committee will serve in an advisory role and make recommendations to the College President regarding the Faculty member's qualifications and credentialing plan per Section 5.5.8.4.
- 5.5.8.3 The Board shall make every effort to apprise tenured faculty members of intention to totally discontinue a program and, except in an emergency, notice of such intention shall be provided to the faculty member at least one calendar year in advance of such discontinuance.
- 5.5.8.4 Nothing in this Agreement shall preclude an individual understanding or contract of whatsoever nature between the Board and a faculty member with respect to retraining of such faculty member, provided such understanding or contract shall otherwise be in conformity with this Agreement. Any period of retraining shall be deemed a leave of absence.

ARTICLE SIX
LEAVES OF ABSENCE

Section 6.1 PAID LEAVES OF ABSENCE

6.1.1 Definition of sick leave

For the purpose of this contract, Sick Leave shall be used for health maintenance activities (see definition of terms Appendix H), personal illness, quarantine at home, serious illness, or emergency care in the immediate family, pregnancy, birth/adoption of a child, or termination of pregnancy. The term "immediate family" shall be construed to mean a spouse, parent, child, brother, sister, grandparent, parent-in-law, brother-in-law, sister-in-law, member of household, or legal guardianship. In addition to the above, the College President or designee may approve absence under this section for additional causes which are considered adequate reasons in special cases.

6.1.2 Annual Sick Leave

A full-time faculty member shall earn sick leave per year, according to 6.1.4. Time will be earned, calculated, and posted to the employee's record each pay period. However, nothing herein shall prevent a faculty member from making use of sick days, where appropriate, prior to actually earning said days. When a faculty member leaves employment with the college after using unearned sick days, the College shall have the right to be reimbursed the cost of such unearned days.

6.1.3 Each eligible full-time faculty member shall be entitled to accumulate a maximum of 540 days (4,320 hours). Full-time faculty members who have a sick leave balance in excess of 540 days at the time of the execution of this contractual agreement will be allowed to retain their current sick leave balance. Faculty members who have accumulated 540 or more sick leave days shall continue to receive their contractual allotment of sick days in each subsequent year. However, at the end of each subsequent year, any sick days allotted for that year which have not been used during that year shall be forfeited and shall not be added to the faculty member's accumulated sick leave days.

6.1.4 The following are the longevity increments regarding sick leave days for full-time faculty:

Continuous Years of Full-Time Service at JJC*	Number of Sick Days
0 to 1 Years	Pro rata 15 Days
1 to 9 Years	15 Days
10 to 19 Years	20 Days
20 Years and more	25 Days

**Number of sick leave days for faculty originally hired to start prior to the Fall 2007 semester shall be based on total number of years of full time service with Joliet Junior College.*

6.1.5 Faculty teaching summer school shall earn ½ day of sick leave for each credit hour taught during a summer session. Faculty employed as Counselors and Librarians shall earn ½ day of sick leave for each twenty (20) hours employed during the summer. Time will be earned, calculated, and posted to the employee's record each pay period.

6.1.6 Charging of Sick Leave

Classroom Faculty will be charged for sick leave either in a four (4)-hour or eight (8)-hour unit. A full sick day (eight (8) hours) will be charged when more than fifty percent (50%) of his/her on-campus obligation is unfulfilled. Classroom Faculty will be charged four (4) hours when fifty percent (50%) or less of his/her on-campus obligation is unfulfilled. Summer absences will be charged in the same manner as the regular academic year.

Non-classroom Faculty will be charged hourly for sick leave.

Faculty will be charged for forty (40) hours when he/she misses all of his/her on-campus obligation for an entire week. In instances when a Faculty member is unable to fulfill his/her on-campus obligation but is able to complete online obligations, the Dean may elect to deduct only part of the sick leave.

Should a holiday, emergency closure, or a day off designated by the academic calendar occur during any period of sick leave used by the Faculty member, such day(s) will not be charged against the Faculty member.

6.1.7 Any sick leave reported to SURS upon the faculty member's separation, termination or retirement is contingent upon SURS acceptance.

6.1.8 Family Medical Leave Act (FMLA)

Eligible faculty members are those who have been employed for at least twelve (12) months by the College. Prior to the College granting unpaid leave, any accumulated sick and personal leave that is available to the faculty member must be used concurrently with FMLA.

If a Faculty member who has exhausted all paid sick leave (including extended sick leave and borrowed or donated sick days) can demonstrate continued eligibility for sick leave during the first 120 days after beginning a FMLA leave,

- 1) The Faculty member will retain his/her position through the 120th day after the beginning of the FMLA leave and
- 2) The Faculty member will continue to be covered by the College for health care insurance through the 120th day after the beginning of the FMLA leave. The Faculty member will pay the employee contribution for health care insurance during this period.

6.1.9 Extended Sick Leave

In cases of severe personal illness of a faculty member, sick leave without loss of pay may be extended for thirty (30) days beyond the accumulated number of days subject to review by the College President and approval by the Board upon written request by the faculty member concerned. FMLA will be applied as noted in 6.1.8. To apply for additional non-paid leave, see Section 6.2.

6.1.10 Parental/Legal Guardian Leave

Faculty members shall be entitled to utilize all accumulated sick leave beginning from the date of delivery or upon placement of a child with the intent to legally adopt, provided appropriate documentation is provided. Faculty members who do not have thirty (30) days of accumulated sick leave days may borrow a maximum of thirty (30) future sick leave days. If the faculty member fails to return to the College, all compensation, including fringe benefits, received during the period of borrowed leave shall be repaid to the College and such promised repayment shall be appropriately secured as per the agreement embodying all the conditions of the borrowed sick leave. FMLA will be applied as noted in 6.1.8. To apply for additional non-paid leave, see Section 6.2.

6.1.11 Working a full-time job or part-time job (see definition of terms Appendix H) while on paid leave will result in termination of the paid leave unless approved by the College President.

6.1.12 Personal Leave

Each full-time faculty member shall be granted three (3) days annually for personal leave. The faculty member will notify his/her immediate supervisor, who will notify the Dean of the intent to use personal leave prior to the use of that day except in emergency situations, which shall be explained as soon as feasible. Personal leave shall not be utilized during the first five (5) or the last three (3) employment days of the Fall and Spring Semesters. Personal leave shall not be utilized to participate in any work stoppage or job protest. Unused personal leave days will be added to accumulated sick leave, subject to SURS guidelines.

6.1.13 Jury/Witness Duty

The Board agrees to pay to each faculty member serving on jury/witness duty, except when serving as a paid expert witness, when otherwise required to work at Joliet Junior College the difference between monies paid to a juror/witness and the faculty person's regular salary.

6.1.14 Bereavement Leave

A paid bereavement leave of three (3) days shall be available in the event of the death of the following:

Wife or Husband	Mother-in-law	Grandchild
Mother	Father-in-law	Grandmother
Father	Son-in-law	Grandfather
Child	Daughter-in-law	Spouse's Grandparents
Brother	Half-Sister	Member of Household
Sister	Half-Brother	Aunt or Uncle
Brother-in-law	Step-Parents	
Sister-in-law	Niece or Nephew	

The days will be available for each death. An additional four (4) days may be taken and will be charged to the faculty member's sick days. In addition to the above, the College President or designee may approve absences under this section in special cases.

Section 6.2 NON-PAID LEAVES OF ABSENCE

- 6.2.1 When a faculty member has exhausted all available Paid Leave allowed under Section 6.1 and subsections, the Board may, upon due request, for good cause shown, and upon the recommendation of the College President, grant additional Non-Paid leave to said faculty member. Request for such leave shall be made to the appropriate Dean in accordance with Board policy.
- 6.2.2 A faculty member granted leave under this Section shall not lose tenure or his/her position on the salary schedule, contingent upon the said faculty member returning to his or her duties under this Contract at the conclusion of the leave period. However, yearly step credit on the salary schedule shall be at the recommendation of the President and approval of the Board. The yearly step credit determination will be made at the time the leave is granted. Any such step credit will be contingent upon the faculty member returning to service upon completion of the leave as requested.
- 6.2.3 During such period of authorized Non-Paid Leave, the faculty member shall have the option to continue participation in the College's insurance programs by making timely payment of all required premiums to the College.
- 6.2.4 Any leave granted pursuant to this Section shall not constitute an interruption in service with regard to any rights under this Contract, unless expressly stated in this Contract, or with regard to any rights conferred by law.
- 6.2.5 Working a full-time or part-time (See definition in Appendix H) job without permission while on unpaid leave from the college will result in termination of the unpaid leave unless approved by the College President.

ARTICLE SEVEN
CLASS LOAD AND PROGRAM

Section 7.1 FACULTY LOADS

7.1.1 The teaching load for each faculty member shall be fifteen (15) contact hours (except as amended under 7.3.4 and 7.3.5). Class preparation will normally be limited to two (2), with three (3) preparations as a maximum unless necessary to maintain the integrity of the academic program. Counselors and librarians will follow a regular academic year, thirty-five (35) hours per week schedule excluding meal periods with specific office hours established with the approval of the supervising administrator.

7.1.2 Ordinarily, distance education instruction, as part of a faculty member's full-time base load, will be limited to a maximum of fifty percent (50%). This percentage may be adjusted at the request of the Department Chair subject to the approval of the Vice President of Academic Affairs. Faculty may not teach more than five (5) online classes or fifteen (15) credit hours online excluding blended classes during a Fall or Spring Semester unless approved by the appropriate Dean. Faculty teaching distance education courses shall participate in evaluation of those courses to maintain high academic standards in accordance with the policies and procedures of Academic Affairs.

7.1.3 The options in 7.1.3.1 provide the Counseling and Library Departments and non-classroom faculty with the flexibility, support, and tools to improve summer services to students. These options apply only to faculty employed in specialty units to work in counseling office(s) and library(-ies).

7.1.3.1 The following summer employment alternatives will be offered by administration for non-classroom faculty who are required by job description or who volunteer to work. The work load will be distributed equitably for those required to work during the summer.

- a) At least one two-month alternative. The compensation will be pro-rated based on the individual's placement on the salary schedule. Selection is determined on a departmental/discipline seniority basis.
- b) At least one one-month alternative. The compensation will be pro-rated based on the individual's placement on the salary schedule. Selection is determined by departmental discipline seniority.
- c) At least one nine-month alternative which involves a trade of time dependent upon the needs of the College (e.g., July for February or March). Selection is on the basis of departmental/discipline seniority.

- d) A nine-month option which provides additional summer hours but is less than ten (10) months. Rate of pay refers to the hourly assignment rates as specified in this contract (See Appendix B).

7.1.3.2 Procedures

- a) The Department Chair will recommend summer staffing needs with the approval of the appropriate Dean/Director.
- b) Additional days worked during the summer need not be consecutive.
- c) All options are year-to-year and voluntary, unless required by job description.
- d) Eligible faculty within each unit may choose only one option per year.
- e) A rotation will be based on departmental/discipline seniority, with preference given to faculty who have applied and been accepted for retirement.
- f) When a summer option is not taken by eligible faculty, the next most senior member will be offered the opportunity.
- g) It is the responsibility of the Department Chair to develop the rotation schedule on a yearly basis with approval by the appropriate Dean/Director.
- h) Assignments will be determined by the Department Chair with the approval of the appropriate Dean/Director.

7.1.4 In the event a ten (10) or eleven (11)-month position is utilized, this position will be offered to current tenured faculty based on seniority. If no tenured faculty member accepts this position, it may be a condition of employment in a new/replacement position. The compensation will be pro-rated based on the individual's placement on the salary schedule.

7.1.5 Variable Load

7.1.5.1 In order to provide more flexibility in the scheduling of classes to meet the needs of the College's student population and more opportunities for professional development for faculty during the Fall and Spring semesters, a faculty member may request a variable semester load. Additionally, if a faculty member intends to but does not make load during the Fall or Spring semester, the appropriate Vice President may allow the faculty member to use variable load to maintain his/her full-time faculty status with no reduction in salary.

7.1.5.2 A faculty member may request a reduced load for Fall Semester for the reasons listed in 7.1.5.1. The Department Chair may make a recommendation supporting the Faculty member's request to the Dean. If the Dean approves the request, he or she will discuss the request with the appropriate Vice President, who will make the final determination. The faculty member may make up for a reduced load in the Fall by teaching additional courses in the same academic year without additional compensation.

7.1.5.3 A Faculty member may request a reduced load for Spring Semester for the reasons listed in 7.1.5.1. The Department Chair may make a recommendation supporting the Faculty member's request to the Dean. If the Dean approves the request, he or she will discuss the request with the appropriate Vice President, who will make the final determination. The Faculty member may be asked to teach during the following Summer Semester without additional compensation, to teach more than the regular semester load during the Fall Semester of the same academic year without additional compensation, or to take on additional duties or projects during the Spring or Summer Semester without additional compensation.

7.1.5.4 Variable Load Procedures

- a) Written proposals explaining the reason for the variable load request shall be submitted by February 1 for the following academic year. In special circumstances, this deadline may be waived by the appropriate Vice President.
- b) The maximum reduction in load for a semester shall be 1/3 of regular load.
- c) Faculty members teaching a reduced variable load shall not be eligible to teach overload during the reduced load semester.
- d) Eligibility for variable load shall be limited to tenured faculty members based on teaching seniority within a department as referenced in 7.3.10.1. No more than one faculty member within a discipline shall be eligible for a reduced load within a given semester.
- e) If a faculty member for any reason shall fail or be unable to complete the conditions of the approved variable load request the pro rata salary represented by the reduced load shall be promptly repaid to the College or deducted from sums due the faculty member by the College.
- f) Any variable load other than that described in this section and all other subsections of 7.1.5 agreed upon by the faculty member, Dean, and appropriate Vice President shall be non-precedential.

Section 7.2 OVERLOAD PROVISIONS

7.2.1 If more than one-half (1/2) of the credit hours of an assigned class is above fifteen (15) contact hours, the assignment will need the permission of the faculty member.

7.2.2 Overload teaching should follow the high standards of faculty duties and responsibilities outlined in Article Eleven of this agreement and be in the best interest of the students. If a faculty member's load in the Fall 2015, Spring 2016, or Fall 2016 Semester is greater than thirty (30) credit hours or greater than forty (40) contact hours, prior written approval will be required from the Dean and the Vice President of Academic Affairs. If a Faculty member's load in the Spring 2017 Semester and thereafter is greater than twenty-seven (27) credit hours or greater than thirty-six (36) contact hours, then prior written approval will be required from the Dean and the Vice President of Academic Affairs. If the Faculty member's load exceeds these limits, then

the Department Chair must submit a written justification to the Dean. This justification must include the following:

- a) A compelling reason why the course must run to meet specific student needs,
- b) Verification that there is no other credentialed instructor available to teach the course(s), and
- c) Evidence that the instructor has a record of good performance in teaching overload.

The Dean and Vice President of Academic Affairs must give written approval before the class begins.

7.2.3 Summer teaching will be limited to twelve (12) credit hours per summer session with a maximum of twenty-four (24) credit hours total for the summer and with a maximum of eighteen (18) credit hours at any one time in situations when summer sessions overlap.

Section 7.3 OTHER LOAD AND SCHEDULE PROVISIONS

7.3.1 Schedule

7.3.1.1 Establishing an effective schedule of classes to be offered by each Department during each semester is an essential component of student success. A schedule of classes will be developed each semester in accordance with this Section. Final approval of Department class offerings will be determined each semester by the Vice President of Academic Affairs.

The appropriate Dean(s) will meet with the Department Chairs each semester to plan the schedule for the following semester.

In schedule development, primary consideration will be given to the following:

- a) meeting the education needs of students
- b) maximizing efficient use of college facilities
- c) demonstrating sensitivity to the particular requirements of different departments and disciplines

Chairs and Deans will establish an agreed-upon written procedure for scheduling.

7.3.1.2 The College may deny a Faculty member with more than 10 years of SURS-eligible service credit years any increases in overload or additional duties that could result in the College being subject to assessments by SURS under the 6% rule. In making this decision, the College will consider the benefit to students, programs, departments and the College.

- 7.3.1.3 A faculty member shall be notified of his/her tentative teaching/work hours schedule and location at least thirty (30) days before the end of the preceding semester. Agreement to teach the tentative schedule as presented, when overloads are included, shall be assumed unless notification to the contrary is received from the faculty member at least fifteen (15) days before the end of the preceding semester.
- A more senior Faculty member may request in writing to the Dean to teach a course that has been previously assigned to an adjunct faculty member or a less senior Faculty member prior to July 15 for the Fall Semester, December 15 for the Spring Semester, and April 15 for the Summer Semester. The Dean will consider the request in consultation with the Department Chair. After these deadlines, the Faculty member may be assigned to a course that has been previously assigned to another faculty member only if the Dean requests the change.
- 7.3.1.4 The faculty member's classes must be scheduled within a continuous eight (8) hour period.
- 7.3.1.5 If it becomes necessary to cancel a class due to lack of sufficient enrollment, the faculty member may be assigned an evening class after all efforts have been exhausted (i.e., elimination of overloads and adjunct contracts) to secure a day schedule.
- 7.3.1.6 Faculty members shall be present for all obligations, including classes, and all meetings called by appropriate administrators.
- 7.3.1.7 Assignments to evening, extended campus, and/or Saturday classes may be made if necessary to complete a full load for the faculty member. Such evening, extended campus, and/or Saturday class assignments shall not be made if the faculty member may reasonably be assigned instead to teach classes for which the faculty member is qualified and which are being taught on an overload basis or by adjunct faculty.
- 7.3.1.8 If assigned to multiple sites on the same day, including an evening and/or Saturday assignment as part of a regular load, the Board will reimburse the faculty member for mileage traveled between sites or between the faculty member's residence and the additional site(s), whichever is less.
- 7.3.2 New faculty members employed to teach in new programs (no more than four (4) years old) or locations may be contracted to teach or provide clock hours of student services for evening or Saturday classes as part of their regular load so long as such arrangements are part of the faculty member's initial individual contract.
- 7.3.3 A faculty member who is assigned an evening class as a part of his/her regular load shall not be scheduled for a class before 10:00 a.m. the following day without his/her written permission unless it is necessary to complete a full load.
- 7.3.4 In the interest of providing the optimum learning environment for the students, all rhetoric classes shall have a beginning enrollment of no more than twenty-five (25) students per section. Faculty who teach three (3) or four (4) sections of rhetoric/writing courses (English 101, 102, 120, 130, 230); or journalism

(Journalism 102, Editing and Production, as well as Journalism 201, News Reporting and Writing) shall be limited to a maximum of twelve (12) semester hours per week as a regular load. No more than one (1) journalism faculty member shall receive as few as two (2) writing classes in order to achieve a twelve (12) semester hour load. English faculty with fewer than three (3) rhetoric/writing courses (English 101, 102, 120, 130, 230), except those qualifying under the previous statement, shall carry a fifteen (15) credit hour load. No more than twenty (20) students will be placed in any English 094, 095, 098, 099, 020, or 021 course. No more than thirty (30) students will be placed in English 096.

7.3.5

In recognition of the unique nature of hospital- or clinic-based practicum courses, which demand a high degree of professional competency and which involve a significant component of actual patient care, the following requirements are applicable with regard to such courses:

- a) Nursing faculty who have a hospital- or clinic- based practicum course shall be limited to a maximum of fourteen (14) contact hours per week as a regular load.
- b) Such Nursing faculty (par. 1) shall also be granted one (1) credit hour as load credit on their teaching load.
- c) In order to promote the highest quality teaching, permit Nursing faculty to develop and maintain an area of expertise, and in recognition of the specialized nature of each practicum, every effort will be made to consider this expertise in making teaching assignments. Nursing faculty teaching hospital- or clinic-based practicum courses shall typically be assigned to teach in their semester and area of specialization. In the event that there is a need to change schedules in order to meet essential student or Nursing Program needs, faculty will be given advance notice of a semester, if possible.
- d) All Nursing practicum courses shall have a beginning enrollment of no more than eight (8) students per section except when necessary to accommodate a unique student need.
- e) More than eight (8) students shall be permitted to enroll in Nursing practicum sections only where there is an express agreement between the college and the health care facility.

7.3.6

An internship takes place at a regular worksite and instruction/supervision is shared by a College Faculty member and a qualified employee at the worksite. A clinical takes place in a hospital or other medical/health facility and requires close on-site supervision/instruction/monitoring by a qualified College Faculty member.

In a clinical course, the Faculty member is paid for each course contact hour. Beginning Fall 2016, in an internship course, the Faculty member shall be paid based on course credit hours. If fewer than eight (8) students are enrolled, the Faculty member will be paid for the number of credit hours multiplied by the number of students enrolled multiplied by one-eighth (0.125). If eight (8) or more students are enrolled, the Faculty member will be paid for each course credit hour. If there are

more than fifteen (15) students enrolled, the Dean may determine that higher compensation is appropriate.

7.3.7 Limits will be those established by the Dean at the time of the opening of registration. At certain times, students will need to be accommodated because of their special needs, as students are now accommodated by faculty. In these instances, a section may be opened to allow students to enter, but in no instance will more students be placed in an instructor's class than the limit specifies without the permission of the instructor.

7.3.8 The following load formula will be instituted for large group instruction. Large group instruction is defined as those classes wherein the limit as printed in the "Enrollment in Section Report" on the first day of classes for the term or session and the number of paid registrants shown on the same report is forty (40) or more. Instructors are to be given one and one-half (1.5) hours of credit for each lecture hour of large group instruction. To meet the needs of students and the program, the Vice President of Academic Affairs in consultation with the Department Chair and Dean may make an exception to the 40-student minimum. Large group instruction will not be instituted except in rooms which can reasonably and safely accommodate all the students assigned thereto.

7.3.9 Both parties recognize the need to improve instruction in the best interest of students In District No. 525. If individual instructors are to be assigned to new and different instructional patterns requiring substantial changes in methodology and/or class size, the assignment will be discussed by the Vice President of Academic Affairs and the Department Chair with the instructor at least two (2) months before the beginning of the next semester.

7.3.10 Seniority

7.3.10.1 Determination of seniority, a right that comes with length of service at the college, will be determined within a department and within the college on the following principles:

- a) Seniority of faculty members is based on the date of beginning continuous full-time faculty employment at the College.
- b) Conflicts of seniority among faculty members with same beginning date of full-time employment shall be resolved by the earliest date of any employment at the College; if still equal, by Board approval date; and if still equal, resolved by lot.

7.3.10.2 Other things being equal, it is the intention of the Board and the administration to have extra class assignments be fairly distributed throughout a department with seniority by department as a significant consideration; however, the Board reserves the right to employ other persons deemed necessary by the Board as long as it does not violate other provisions of this agreement.

Section 7.4 NEW PROGRAM/COURSE OFFERINGS AND DELIVERY

In order to maximize course offerings and facility usage, the College and the faculty will work together to explore the creation of new programs and the creative delivery

of existing courses and programs. Faculty primarily responsible for the creation of a new course or a new delivery format for a course will be given priority consideration in the teaching assignment of that course for two years after its approval.

The Vice President of Academic Affairs acknowledges that special consideration may be necessary to nurture such new offerings. In order to meet student needs and encourage faculty and department involvement in new offerings, the Vice President of Academic Affairs may agree to run courses despite a lack of sufficient enrollment.

In addition to acknowledging that special consideration may be necessary to nurture new offerings, the College also recognizes the obligation to provide unique educational opportunities for students and to offer courses that may not be part of the regular curriculum but which complement current offerings. With that in mind, the College agrees to consider running these courses at the request of a department if the Faculty member agrees to provide the course as an overload. The rate of pay for these courses would be determined through a negotiation between the Faculty member and the Dean, with the understanding that if an agreement is not reached that no Faculty member could be compelled to teach the proposed course. The goal of these special courses is to provide students with a valuable educational opportunity that otherwise would not be available at Joliet Junior College. Courses that are part of an existing program, excluding internships (see Section 7.3.6), and that serve ongoing needs of students will continue to be offered and run as part of the regular schedule and will not be subject to negotiated pay.

Section 7.5 CURRICULUM

All credit classes offered by Joliet Junior College are to be taught by full-time faculty or by adjunct faculty approved and supervised by a Joliet Junior College academic department.

No outside institutions are to offer any course at a Joliet Junior College facility that could be taught through a Joliet Junior College academic department. Each full-time faculty member within a given department will have the opportunity to indicate his/her approval or objection to departmental curriculum changes in writing or electronically on the instructional forms for curriculum change. This shall be done prior to consideration of such changes by the Curriculum Committee.

ARTICLE EIGHT

ACADEMIC FREEDOM

Section 8.1 DEFINITION

By academic tradition and philosophical principle an institution of higher learning is committed to the pursuit of truth and to its communication to others.

To carry out this essential commitment calls for institutional integrity in the way a college or university manages its affairs, specifies its goals, selects and retains its faculty, admits students, establishes curricula, determines programs of research, and fixes its fields of service.

The maintenance and exercise of such institutional integrity postulates and requires appropriate autonomy and freedom.

Positively this is the freedom to examine data, to question assumptions, to be guided by evidence, to teach what one knows, to be a learner and a scholar. Negatively this is a freedom from unwarranted harassment which hinders or prevents a college or university from getting on with its essential work.

A college or university must be managed well and remain solvent, but it is neither a business nor an industry. It must be concerned with the needs of its community and state and country, but an institution of higher learning is neither a political party nor a social service. It must be morally responsible; but even when church related, it is neither a religion nor a church.

A college or university is an institution of higher learning. Those within it have as a first concern evidence and truth rather than particular judgments of institutional benefactors, concerns of churchmen, public opinion, social pressure, or political proscription.

Relating to this general concern and corresponding to intellectual and academic freedom are correlative responsibilities. On the part of trustees and administrators there is the obligation to protect faculty and students from inappropriate pressures or destructive harassments.

On the part of the faculty there is the obligation to distinguish personal conviction from proven conclusions and to present relevant data fairly to students because this same freedom asserts their rights to know the facts.

On the part of the students there is the obligation to sift and to question, to be actively involved in the life of the institution but involved as learners at appropriate levels.

Intellectual freedom does not rule out commitment; rather it makes it possible and personal. Freedom does not require neutrality on the part of the individual nor the educational institution--certainly not toward the task of inquiry and learning, nor toward the value system which may guide them as persons or as schools.

Hence institutions may hold to a particular political, social, or religious philosophy as may individual faculty members or students. But to be true to what they profess academically, individuals and institutions must remain intellectually free and allow others the same freedom.

All concerned with the good of colleges and universities will seek for ways to support their institutional integrity and the exercise of their appropriate autonomy and freedom. In particular, the Federal or Regional Accrediting Commissions of Higher Education and the regional commissions, which have a particular responsibility to look at an institution in its totality, will always give serious attention to this aspect and quality of institutional life so necessary for its well-being and vitality.

Section 8.2 INTELLECTUAL PROPERTY RIGHTS

8.2.1 Ownership, Use and Access to Intellectual Property

In order to foster innovation in and out of the classroom, the Board, Administration, and Faculty Union of Joliet Junior College encourage scholarship, creativity, and increased productivity among its faculty, and encourage the use of improved communication techniques and alternative systems of delivery of courses to students.

8.2.1.1 Institutional Materials (College-Owned Materials)

The College owns, may use, and has unlimited access to materials developed as part of the faculty member's work that supports the institution's relationship with governmental agencies and accrediting bodies. These "institutional materials" include but are not limited to any reports, forms, or other documents prepared for curriculum approval, program evaluation, accreditation, and department syllabi.

8.2.1.2 Instructional Materials (Faculty-Owned Materials)

Faculty members own, may use, and have unlimited access and total rights to any "scholarly works" they create to which academic institutions have traditionally waived rights, including, but not limited to textbooks, class notes and research proposals; and "instructional materials" they create with "ordinary support" from the college, including, but not limited to syllabi, handouts, study guides, artistic renderings such as sculptures or drawings, models, and other instructional materials prepared for any course, regardless of the method of delivery. Instructional materials may be in the form of written or printed work, artistic media, videotape, audiotape, computer disk, compact disk, or other physical or electronic forms.

The respective rights of the faculty member and the College to the use and access of the materials described in the previous paragraph are set forth in paragraphs 8.2.1.2 a through 8.2.1.2 d.

- a) College Right of Use and Access: The College shall have the right of use and access to instructional materials for the following purposes: responding to requests by accrediting agencies; providing course information to students; assisting students in completing an assigned incomplete for which materials have been created, in the event of the absence of the instructor for any reason; responding to requests for information relating to a student's transfer to other institutions; responding to formal complaints about a course in which a student has been enrolled; and, upon request of the Department Chair, approving for use as course models for other faculty in that department/discipline. These rights of use will remain in effect even if the instructor leaves the institution.
- b) Faculty Member's Exclusive Rights: Where materials are developed through the sole efforts and contributions of the faculty member and without ordinary or extraordinary levels of support from the College, such materials shall be the sole and exclusive property of the faculty member. In such cases, the College shall have no right of use and access to such materials unless such materials are voluntarily used by the faculty member in the delivery of instruction at the College. In such cases the College shall have the right of reasonable use and access to such instructional materials for the limited purpose of completing scheduled instructional delivery requiring use of such material.
- c) Impermissible Uses: The College may not sell, lease, assign, revise, modify, or transfer interest in these instructional materials without permission of the faculty member.
- d) Faculty Member's Sale, Lease, Assignment or Transfer of Any Ownership Right: A faculty member may sell, lease, assign, or transfer any rights to his or her instructional materials, but must notify the College in writing of such sale, lease, transfer, or assignment of any interest in the materials at the time of the transaction.

8.2.1.3 Intellectual Property Developed With Extraordinary Support

Extraordinary Support: Any materials developed by faculty members with more than usual and customary level of support from the College will be jointly owned by the College and the faculty member. "More than usual and customary support" is defined as clerical, office, or support-staff support beyond normal levels a faculty member should expect in the usual course of fulfilling his/her duties to the college; or any other support provided directly by the College in the form of monetary incentives or release time, sabbatical or stipend, beyond the normal levels provided to faculty by the College in order to prepare and deliver course instruction.

For these materials, neither the College nor the faculty member may sell, lease, transfer, or assign any interest in them without the written consent and agreement of the other party. Ordinarily, the College will provide such consent requested by the faculty member.

The College shall have the right of use and access to such instructional materials for the following purposes:

- a) maintaining continuity of the curriculum.
- b) meeting increased student demand.

The College will retain the right to use the material for instructional purposes if the faculty member leaves the institution.

8.2.1.4 Intellectual Property Developed by Express Agreement

Where the College and the faculty member have entered into an express written agreement pertaining to the development, use, access, ownership, or marketing of material, whether individually owned, institutionally owned, or jointly owned, that agreement shall govern how the income generated from the property, if any, shall be divided between the faculty member and the College.

8.2.1.5 Limitations of Videotaping or Recording of Classes

- a) General: Videotaping and audio taping or recording of classes shall be done only at the invitation of the faculty member. The faculty member has the right to modify and dispose of these tapes or recordings. The faculty member shall retain the sole right, use and ownership of any tapes made pursuant to 8.2.1.5.A, unless such materials are voluntarily used by the faculty member in the delivery of instruction at the College. In such cases, the College shall have the right of reasonable use and access to such instructional materials for the limited purpose of completing the delivery of that course and may be used only at the discretion of the faculty member.
- b) Interactive Distance Learning: The limits on taping and recording extend to distance learning classes. In no event will video or audio tapes or recordings of a faculty member's lecture, performance, or presentation be rebroadcast or used by the College without the consent of the faculty member.

ARTICLE NINE

GRIEVANCE PROCEDURE

Section 9.1 FORMAL GRIEVANCE PROCEDURE

A grievance is defined as an alleged misinterpretation or misapplication of a specific article or section of this agreement. Any affected faculty member or the Union may present a grievance to the appropriate Dean provided the matter shall have first been discussed informally with such Dean. Because of the advisory nature of a Chair's role, a Chair cannot be grieved by a faculty member for an action taken by a Dean or Vice President based on a Chair's recommendation. The grievance shall be in writing and shall 1) describe the alleged violation in detail, 2) cite the specific provision(s) of the Agreement assertedly violated, and 3) indicate the requested remedy. If the Union is not the grievant, a copy of the grievance shall be sent to the Union President by the grievant concurrent with its filing.

- 9.1.1 The grievance shall be filed with the appropriate Dean within ten (10) days of the occurrence of the event giving rise to the grievance or of the date when such event could reasonably have been ascertained or become known to the grievant (but in no event more than thirty (30) days after the event). The Dean may convene a meeting with the grievant to review the grievance provided such meeting shall be initially scheduled no later than ten (10) days after receipt of the grievance. The Dean shall provide the grievant a written response to the grievance with a copy to the Union President or designee no later than ten (10) days after such meeting, or in the absence of such meeting no later than ten (10) days after receipt of the grievance.

During their first (60) calendar days of employment, newly employed faculty members shall have an additional fifteen (15) days to file a grievance beyond that otherwise provided in this Agreement.

- 9.1.2 If the grievance is not resolved at 9.1.1, the grievant may within ten (10) days of receipt of the 9.1.1 answer, appeal such grievance to the appropriate Vice President. Such appeal shall be in writing and indicate the reason(s) therefore. The Vice President shall respond in the same manner as set forth in 9.1.1, provided that if further investigation is needed, additional time may be allowed.

- 9.1.3 If the grievance is not resolved at 9.1.2, the grievant may, within ten (10) days of receipt of the Step 9.1.2 answer, appeal such grievance to the President or designee. Such appeal shall be in writing and indicate the reason(s) therefore. The President shall respond in the same manner as set forth in 9.1.1.

- 9.1.4 If the grievance challenges the disciplining or dismissal of a faculty member and the grievance is not resolved at 9.1.2, the affected faculty member may within ten (10) days of receipt of the 9.1.2 answer appeal to the Chair of the Board of Trustees. Such appeal shall be in writing and indicate the reason(s) therefore. The Board of Trustees shall consider such appeal at the next regularly scheduled meeting. Such meetings shall be closed to the public, but the Union shall have the right to have a

representative present. The Board shall respond in the same manner as set forth in 9.1.2.

- 9.1.5 If the Union is not satisfied with the disposition of the grievance at 9.1.3, or where applicable, 9.1.4, it may submit the grievance to arbitration by filing a demand for the same with the President or designee within twenty (20) days of the 9.1.3 answer or, if appropriate, 9.1.4 answer. The arbitrator shall be selected pursuant to the procedures of the American Arbitration Association which shall supervise the proceedings in accordance with its practices.
- 9.1.5.1 Except as provided by law, the parties shall not be permitted to assert in such arbitration proceedings any ground or to rely on any evidence not previously disclosed to the other party.
- 9.1.5.2 The Arbitrator shall have no power to alter, add to, or subtract from the terms of the agreement.
- 9.1.5.3 The Arbitrator's decision shall be binding.
- 9.1.5.4 The fees and expenses of the Arbitrator shall be shared equally by both parties.

As used in this Article, "days" means Monday through Friday, inclusive, except holidays on which the college business office is closed.

If the grievant and/or the Union shall fail to appeal a grievance to the next step on a timely basis, the grievance shall be deemed withdrawn. If the Board shall fail to answer any grievance within the time stipulated, the grievance may be appealed to the next step.

ARTICLE TEN

FACULTY DEVELOPMENT

Section 10.1 **FACULTY DEVELOPMENT COMMITTEE MISSION/COMPOSITION**

10.1.1 The mission of the Faculty Development Committee (FDC) is to support and strengthen the overall quality of teaching so that faculty may better serve the students and the community. During the Fall, Spring, and Summer, the Committee will encourage and facilitate support for individual and group professional development activities which enhance faculty members as teachers, scholars, leaders, and practitioners. The Committee will have a strong role in identifying and recommending to the Vice President of Academic Affairs those activities which support and advance the academic mission of the institution and enhance student learning at Joliet Junior College. Examples of appropriate projects may include but are not restricted to the following: tuition reimbursement, workshop/seminar reimbursement, travel and meeting funds, and in-service activities.

10.1.2 The Faculty Development Committee will set aside funds for one Summer Intensive Professional Development Opportunity (SIPDO) each year. This SIPDO will be open to faculty who ordinarily cannot take an extended professional development opportunity during the fall or spring semesters. Maximum funding will be \$5,000 per year with a December 1 application deadline. Set-aside funds will revert to the FDC if not allocated for a SIPDO. A faculty member may be awarded SIPDO funds no more than once every four years. Guidelines for the SIPDO application and judgment criteria will be developed by the FDC at its first meeting of the academic year and distributed to faculty.

10.1.3 The Faculty Development Committee shall be composed of the Vice President of Academic Affairs or designee and five tenured faculty members elected for two-year terms: two (2) Career and Technical Education faculty, two (2) Transfer faculty, and one (1) Non-Classroom faculty.

10.1.4 Faculty members who receive Faculty Development funds agree to return to District 525 for one semester of full-time professional service immediately following the use of FDC funds. If the faculty member fails to return (other than for medical disability), he/she will be required to return the funds to the College, which will administer the appropriate collection procedures. Once collection has occurred, those funds will be returned to the FDC. In the case of faculty who are in their last semester prior to retirement, the FDC may waive this requirement.

Section 10.2 **PROFESSIONAL DUES**

Because student learning depends upon faculty who keep abreast of both the latest advances in their subject areas and innovative teaching methods, a faculty member upon request will receive reimbursement for professional dues, not to exceed \$150 annually for

the duration of this contract, for membership in any professional organization(s) approved by the appropriate Vice President. The appropriate Vice President will also consider any

cost-saving requests by departments to apply for departmental membership in any professional organization(s). The Vice President acknowledges that membership in professional organizations serves to support individual faculty members in their efforts to better serve the student population.

Section 10.3 SABBATICAL

The College and the Faculty Union recognize that sabbatical leaves are a long-honored practice in post-secondary education designed to support faculty professional development efforts and to bring value to the institution. The College and the Union agree that faculty applying for sabbatical leave, whether for professional development or other purposes, must demonstrate how the leave will bring value to the institution and/or support student success.

After the completion of each six (6) or more consecutive years of uninterrupted full-time faculty employment with District 525, any tenured faculty member will qualify for consideration for a sabbatical (of not more than two semesters or less than one semester) subject to the procedures in Sections 10.4, 10.5, and 10.6.

The Faculty Development Committee will review all sabbatical applications and rank them according to the criteria in Section 10.4.2. The Committee will forward up to three applications to the Vice President of Academic Affairs for consideration. The Vice President of Academic Affairs will review these ranked applications and may make a recommendation to the College President.

Section 10.4 PROCEDURES FOR SABBATICAL APPLICATION

10.4.1 The Faculty Development Committee will provide a sabbatical application form by October 15. The application shall include information regarding purpose, specific plans, programs to be pursued, and expected outcomes and benefits to the College. Applicants shall submit this form to the Faculty Developmental Committee with a copy to the appropriate Chair, Dean, and Vice President by January 15 for the following academic year. Later submission may be acceptable depending on extraordinary circumstances.

10.4.2 Faculty members of the Faculty Development Committee, using the formula specified in 10.4.2.1 through 10.4.2.3, will review all sabbatical applications and make a recommendation to the Vice President of Academic Affairs who then recommends to the College President. In the review of any sabbatical application, the potential benefit to student learning will help to guide the Faculty Development Committee.

10.4.2.1 Points for uninterrupted full-time faculty employment (interrupted service means a resignation or official separation from the college that requires rehiring) with District 525 will be given in the following manner:

- a) One (1) point for each year up to twelve (12) years of full-time faculty employment with District 525.

- b) The second and succeeding applicants (based on seniority) from any one discipline will receive ½ point for each year up to twelve (12) years.

10.4.2.2 Relevance of proposed leave-to-work assignment:

- a) Applicants for sabbatical to complete course work, occupational experience, and/or other professional activities directly related to their teaching, counseling or librarian assignment and having the potential to enhance student learning shall receive a maximum of five (5) points.
- b) A maximum of five (5) additional points may be awarded based upon criteria identified on the sabbatical application form developed by the Faculty Development Committee.
- c) One (1) additional bonus point may be assigned if the applicant's proposed sabbatical is to improve professional competencies for new courses or programs, or services (for non-classroom faculty), or the introduction of new teaching and learning methods already approved for implementation by the College.

10.4.2.3 Applicant's points shall be summed up with the totals determining the rank or order of eligibility. In the case of a tie, a candidate working toward advanced degrees directly related to his/her work assignment will receive top priority.

10.4.2.4 The appropriate Vice President may assign top priority and recommend to the Board one (1) sabbatical candidate regardless of the point system in order to allow that full-time faculty member to maintain full-time employment by becoming qualified in a field needed by the College and where the full-time faculty member may need to be retrained to continue full-time employment.

10.4.2.5 If deemed meritorious and recommended by the Faculty Development Committee and approved by the President, the Board shall approve and fund up to four semesters of full-time sabbatical leave each year. No more than three faculty members should be on sabbatical at one time, however. One semester sabbaticals will be paid at one hundred percent (100%) of base salary; full-year sabbaticals will be funded at fifty percent (50%) of base salary. No more than one full-year, full-time sabbatical will be granted in any one year. When on full sabbatical, either for a semester or a full year, no faculty member may teach overload courses at Joliet Junior College or serve as a Chair or coordinator. Faculty members on sabbatical may fulfill other duties at the college, including but not limited to student activities, if the Dean and Vice President of Academic Affairs approve and agree that it is in the best interest of the college.

Faculty members may also request a one-year partial sabbatical. If a faculty member requests and receives a partial sabbatical, that faculty member will agree to teach as close as possible the equivalent of one semester of course work, to be divided as evenly as possible between the fall and spring semesters, and will receive full base pay for that contract year. For the purposes of determining the number of semesters of sabbatical approved by the Board, a partial sabbatical will count as one semester of sabbatical. The faculty member cannot take on overload classes during a partial sabbatical year but may perform other faculty duties at the college if approved by the Dean and Vice President of Academic Affairs. During a partial sabbatical, faculty members will still be expected to

participate in regular faculty activities, including attending monthly department meetings and Professional Development Activities.

- 10.4.2.6 Approval for the granting of leaves shall be made by the Board on the recommendation of the College President. Faculty members shall generally be notified of the granting or denial of the leave with explanation immediately following the March Board meeting. Final approval shall be granted no later than April 30 for the next academic year.

Section 10.5 CONDITIONS

- 10.5.1 Faculty members will be required to return to the College for a minimum of one (1) academic year following a one-semester or partial sabbatical or be required to repay salary received during sabbatical leave. They will be expected to return to the College for a minimum of two (2) academic years following a full-year sabbatical or be required to repay salary received during the sabbatical. If the faculty member fails to return (other than because of medical disability when such return shall be deferrable until the faculty member is able to return), all compensation, including fringe benefits, received by the faculty member during the period of sabbatical shall be repaid to the College.

- 10.5.2 In all cases, the sabbaticals must be deemed of value to the institution, students, and the Faculty member. Faculty members will be expected to provide a written report of their activities to the Board of Trustees following their sabbaticals and may be asked to provide a presentation to the Board in the semester following their return to full-time employment at the College. They will also be required to provide a written report to the Faculty Development Committee, Dean and Vice President of Academic Affairs.

- 10.5.3 Any change of plans from the stated purpose, contained in the original application, must be approved by the College President and the Board. If it becomes impossible to utilize the leave for the purpose for which it was granted, notice must be given to the College President by June 1 of each year.

Section 10.6 FINAL ARRANGEMENTS

Compensation during the sabbatical period shall be one-half (1/2) for a full year or one hundred percent (100%) for a semester of the base salary of the faculty member on leave as provided by the salary schedule in force during the year of such leave, providing the faculty member has no income from salary or wages during the period of the leave greater than 110% of the total salary or wages, exclusive of salary and wages received from the College, received by the faculty member in the calendar year immediately preceding the year in which the leave begins. As used herein, "salary and wages" shall be defined by the Internal Revenue Code. Faculty members who receive income in excess of the foregoing shall be compensated at the rate of fifty percent (50%) of their base salary. In no case shall the compensation be less than seven thousand dollars (\$7,000). Also, any and all fringe benefits shall continue during the period of the sabbatical.

Section 10.7 RETRAINING LEAVE

The College, at the Board's discretion, may grant a retraining leave to a tenured Faculty member whose position is jeopardized due to changing enrollments or the expectation of a program being discontinued. Retraining leaves shall be limited to one (1) academic year

and shall not be considered a break in service. At the end of the retraining leave, the Faculty member shall return to the salary lane and the step held at the beginning of the leave. While on retraining leave, the tenured Faculty member shall receive: (a) one-half (1/2) of base salary for the academic year, (b) appropriate reimbursement for tuition, consistent with practice for disbursement of Faculty Development funds, and (c) college insurance coverage.

Retraining Leave shall be considered based on the following conditions:

1. That there is a strong likelihood of an available position in one (1) year for which the tenured Faculty member can retrain.
2. That the Faculty member can be retrained and credentialed within that year.
3. That the Faculty member submit a detailed plan to the Faculty Development Committee for review that includes a letter of support from his/her current Department Chair and a description of the proposed retraining activities. If the Faculty member applying for Retraining is a chair, he/she will secure a letter of support from his/her immediate Dean. If the retraining activity is employment for which the Faculty member is compensated, the combined salary received from the College and the employment may not exceed two-thirds (2/3) of the Faculty member's base salary. If the combined compensation does exceed that two-thirds (2/3) threshold, the College may reduce the College portion of that compensation in an amount that would reduce the total compensation to that two-thirds (2/3) threshold.
4. That the Faculty Development Committee shall submit the application along with its recommendation to the appropriate Dean, who shall make a recommendation to the appropriate Vice President. The Vice President will then make a recommendation to the President. If the application for retraining is denied, the rationale for the denial shall be stated in writing by the President or designee to the Faculty member, the Faculty Development Committee, the appropriate Department Chair, if applicable, the President of the Full-time Faculty Union, and the appropriate Dean.
5. If a retraining leave is granted, the applicant shall agree in writing that if at the expiration of such leave he/she does not return to the College for a period of at least one full academic year, all sums of money including benefits costs received from the College during the retraining leave shall be refunded. This repayment requirement is contingent upon the College making an offer of employment.

Any Faculty member who undergoes retraining and transfers to a new department will retain his/her college-wide seniority but will be considered a new Faculty member in his/her new department for scheduling purposes.

ARTICLE ELEVEN

DUTIES AND RESPONSIBILITIES OF FACULTY

Joliet Junior College faculty, as members of the community of post-secondary educators, recognize that the duties of a faculty member extend beyond the classroom. As professionals in their field, they recognize that they have responsibilities to the profession, the students, and the College. As such, they recognize that the duties outlined here include service both inside and outside the classroom to the profession, to students, and to the College.

In the interest of quality teaching and learning and inasmuch as the College is by philosophy a teaching/learning institution and the interaction of students and faculty members is a crucial component of helping students learn, the following goals are considered the responsibility of each individual member of the faculty:

Section 11.1 **RESPONSIBILITIES TO THE PROFESSION**

- 11.1.1 To have and maintain a thorough knowledge of his/her subject matter and to keep informed of growth and developments in his/her field for the purpose of continually improving the delivery of instruction to the student population.
- 11.1.2 To be cognizant of his/her image as a representative of the college and to endeavor to maintain exemplary standards of professional conduct and ethics appropriate to his/her professional position.

Section 11.2 **RESPONSIBILITIES TO THE STUDENT**

- 11.2.1 To understand the current student population to be served and develop teaching methods and programs that meet the educational needs of students.
- 11.2.2 To serve his/her students by communicating to them the total College program, the orientation program, regulations, policies, and procedures; and to refer students to appropriate personnel when their questions/concerns extend beyond his/her knowledge or competence.
- 11.2.3 To support the extra-curricular activities of the college through appropriate participation.
- 11.2.4 To post and keep a minimum of five (5) office hours on a campus (or campuses) per working week, provided such office hours shall be conducive to student utilization and shall occur (absent written approval to the contrary by the appropriate Dean) on each day the faculty member is scheduled to teach and on at least three (3) days each week. The office hours to be maintained by each classroom faculty member will be submitted in writing to the Department Chair and the appropriate Dean within one (1) week following the beginning of the semester. Faculty shall notify students of scheduled office hours during the first class session.

Office hours should be held in increments of 30 minutes or more. Office hours should not be planned during regularly scheduled department meetings or committee meetings that

the individual faculty member is required to attend. In the best interest of students, faculty who teach in a clinical setting will schedule an appropriate portion of their required office hours at the clinical site with the approval of the appropriate Chair and Dean. If a faculty member must cancel an office hour for any reason, she/he should attempt to give advance notice to students and the department and to reschedule that hour.

- 11.2.5 To maintain a maximum availability to students and to reasonably accommodate student needs, the faculty member will make himself/herself available for conference time in addition to scheduled office hours. Faculty teaching large numbers of students or classes are expected to extend his/her availability.
- 11.2.6 To respond in a timely manner to all communication from students including but not limited to electronic communications.
- 11.2.7 To plan, prepare, and distribute a course syllabus that meets the college standards setting forth course requirements, learning objectives, procedures, and evaluation methods.
- 11.2.8 To design and implement a method or methods of assessing and/or evaluating student learning achievements.
- 11.2.9 To engage in the preparation and delivery of course instruction through either traditional classroom methods or distance education methods.
- 11.2.10 To work with the administration to promote student persistence, retention and completion by jointly developing and implementing action plans that are feasible and cost effective.
- 11.2.11 To work with the College to develop and utilize an effective early-alert system.
- 11.2.12 To follow the final exam schedule established by the College.
- 11.2.13 To review results of student assessments, calculate overall grade assignments, and report same in a timely manner to the College.

Section 11.3 RESPONSIBILITIES TO THE COLLEGE

- 11.3.1 To become familiar with the mission, philosophy and purposes of Illinois Community College District No. 525; to keep informed of modern educational philosophy; and to seek continued improvement in the effectiveness of teaching techniques that promote student learning.
- 11.3.2 To promote quality education programs for students on all campus sites by making reasonable efforts to assist the department in maximizing course offerings at extended campus sites, and when appropriate, making reasonable efforts to teach at extended campus sites.
- 11.3.3 To assist in interpreting the college to the community through his/her individual contacts within the community and through cooperation with institutional interpretation efforts.
- 11.3.4 To engage in no outside employment that will impair the effectiveness of professional service and permit no commercial exploitation of his/her professional position.

**ARTICLE ELEVEN
DUTIES AND RESPONSIBILITIES OF FACULTY**

- 11.3.5 To provide feedback to the Department Chair in a timely manner regarding future class schedules.
- 11.3.6 To submit a copy of each course syllabus to the Department Chair on or before the first day of class each term.
- 11.3.7 To adhere to all applicable policies and procedures of the College.
- 11.3.8 To attend all meetings appropriate to his/her position upon proper and adequate advance notice, and to serve on committees which include any member of the bargaining unit. Such appointment will be made by the administration after consultation between the College President and the Union President or their designated representatives. It shall be the responsibility of any bargaining unit member of such committees to report on the proceedings to his/her Union.
- 11.3.9 To serve the college by assisting and supporting student success initiatives such as Discover JJC, Mainstreet, Majors Exploration Day and Career Day, registration, orientation, testing, or other operational functions. These activities may occur outside the academic year and regular day schedule.
- 11.3.10 To assist in the maintenance of department inventories of assigned equipment and supplies.
- 11.3.11 To clear arrangements with his/her Department Chair or Dean when appropriate if a faculty member finds it necessary to make arrangements for other staff members to meet his/her scheduled classes.
- 11.3.12 To notify the office of his/her Department Chair or Dean should it be necessary for a faculty member to be absent from the campus during his/her scheduled hours.
- 11.3.13 To develop and file curricula with the Vice President of Academic Affairs through the curriculum process and to assist with preparation or revision of curricula.
- 11.3.14 To develop and update curricula to respond to the needs of the community, the labor market, and transfer institutions.
- 11.3.15 To submit students' grades before published deadlines.
- 11.3.16 To determine class attendance in order to comply with state and federal procedures.
- 11.3.17 To participate at the departmental level in the adoption of new courses and/or programs by either developing and/or reviewing such courses and programs.
- 11.3.18 To participate in college and departmental assessment activities (including course, departmental, program reviews and accreditations).
- 11.3.19 To participate in college committees as assigned by Department Chairs, including to represent department views and to report committee activities back to the department.
- 11.3.20 To participate in college-wide activities and committees.

11.3.21

To schedule and maintain a minimum three (3)-day per week presence on campus, consisting of twenty (20) hours, pertaining to performance of his/her contractual duties, including five (5) on-campus office hours as outlined in 11.2.4.

Faculty with a three (3)-day schedule must schedule a minimum of four (4) hours on campus each of those days, which must be included in the schedule provided to the Dean.

11.3.22

To participate in all mandatory activities, including Professional Development Days, Professional Development Weeks, and Department meetings. All Faculty are also expected to be available to participate in standing and ad hoc committees, remain available to students outside of their scheduled office hours, and be available to participate in college activities. The three (3)-day on-campus minimum requirement will also apply to Professional Development Weeks. The three (3)-day requirement, as outlined in 11.3.21, may be waived by the Vice President of Academic Affairs at the request of the appropriate Dean.

11.3.23

To participate in commencement.

Note:

The Union and College agree that faculty who do not meet the responsibilities outlined in Article 11 may be subject to actions as outlined in Section 5.5. Consistent disregard of faculty responsibilities and duties to the profession, students, or the College may result in the implementation of progressive discipline.

ARTICLE TWELVE

MEDICAL BENEFITS AND INSURANCE

Section 12.1 HEALTH BENEFITS

12.1.1 Utilization Review: This program requires that the Utilization Review Service be called via an 800 number prior to an elective hospital stay, within two business days of an emergency hospital stay or prior to any surgery regardless of location, other than minor surgery performed in the physician's office.

If notification is not complied with, there is a penalty; however, there are no penalties for differences of opinion between the physician and the Utilization Review Service provider. Extraordinary circumstances will be taken into consideration prior to the penalty being imposed.

12.1.2 Benefits shall be provided on the basis of a "coordination of benefits" clause within the insurance Master Agreement.

12.1.3 The Master Agreement between the College and the insurance company shall be controlling in any case; however, in no instance shall the enumerated benefits be reduced.

12.1.4 For the new full-time faculty member, coverage shall commence on or as soon after the first working day of his/her contract as per stipulation of carrier unless covered by some other company or school-supported plan, in which case it shall begin upon termination of that coverage and in which case the employee shall notify the Director of Human Resources of District 525 of the expiration of coverage in writing within thirty (30) days prior to that expiration. Coverage with District 525 will terminate the last day of the final month of employment.

Section 12.2 LIFE INSURANCE

12.2.1 A life insurance policy shall be provided for each full-time faculty member during the period of full-time employment in the amount of thirty thousand dollars (\$30,000) plus accidental death and dismemberment provisions.

12.2.2 For new employees, the life insurance as specified above shall commence on the first day of full-time employment.

12.2.3 Employees may purchase optional life insurance for themselves and/or spouse and child at the cost of the insurance under the group rate plan.

Section 12.3 INSURANCE COMMITTEE

12.3.1 The Insurance Committee will study the insurance programs and benefits of the College as they affect the employees of the College. The Committee may recommend changes in such insurance programs and benefits to the College President and Union President during the interim between the negotiation of collective bargaining agreements. The Insurance Committee will consist of no more than three (3) members named by the Union President, no more than three (3) members named by the College President, and other members representing other employee groups at the College. The Committee may choose its own chairperson at its first meeting of the academic year.

12.3.2 The Board may commission a consultant group to study the insurance programs and benefits of the College using guidelines identified by the Insurance Committee. The consultant group may recommend potential improvements and cost-saving measures to the Insurance Committee.

12.3.3 When the Insurance Committee makes recommendations to the College President and the Union President, the Board of Trustees and Union may consider at that time the immediate implementation of these recommendations with the concurrence of both parties. Any changes to the insurance programs and benefits must be considered in a timely manner by both the Union President, in consultation with the Union Executive Board and/or Union membership, and the Board of Trustees or designee prior to implementation. No changes will be made to the insurance programs and benefits without the express written approval of both the Union President and the Board of Trustees or designee. Nothing herein shall be deemed to bind the parties to alter any aspect of the current collective bargaining agreement, and the foregoing shall not serve as a formal re-opener of any part of the Agreement except as the parties shall otherwise mutually agree.

Section 12.4 EMPLOYEE CONTRIBUTIONS

12.4.1 The union agrees not to withhold approval of reasonable cost-reduction methods recommended by the insurance committee, including plan structure and employee out of pocket costs, if the overall increase in costs per employee exceeds 16% in any one year or an average of 10% or more in any consecutive three years. The insurance committee shall consider plan changes necessary to control plan costs. With the concurrence of both parties by letter of agreement, such changes may be implemented at any time under this agreement.

12.4.2 In lieu of the potential cost containment provisions in the 2007-11 contract section 12.4.4, this contract adopts a cost sharing approach to be referred to as the employee's contribution for medical and other health-related insurance. Beginning in Fall 2011, the employee contribution will help fund the cost of health care provided by the college.

For the period July 1, 2011 through December 31, 2012, the faculty member's standard contribution will be 4% of the College's cost per employee for the level of insurance coverage selected. This standard contribution will rise to 6% of the cost per employee for calendar year 2013 and, increases to 8% effective January 1, 2014. The cost per employee will be determined by the cost established for each level of insurance coverage in the most recent renewal notification document provided by the College's benefit consultant. The standard contribution will be paid by faculty members on the top step of the D+15 column of the salary schedule. All other faculty members will make contributions pro-rated based

on the faculty member's base salary compared to the base salary of a faculty member at the top step of D+15 column.

- 12.4.3 At this time, it is the Board's intention to establish the employee contribution for non-faculty employees based on the individual employee's base salary, generally not to exceed the contribution of their faculty counterparts, unless otherwise established by contract.

12.5 **FEDERAL LAW REGARDING HEALTH INSURANCE**

If federally mandated health insurance requirements increase the total health insurance benefits costs to the College or change the scope or type of health insurance benefits which must be provided by the College under Article Twelve (12) of this agreement, the College and Union will meet to negotiate necessary modifications to the health plan.

ARTICLE THIRTEEN

RETIREMENT

Section 13.1 ELIGIBILITY

13.1.1 To qualify hereunder, the faculty member must be eligible to retire under the provisions of the State Universities Retirement System (SURS) and shall have at least fifteen (15) years of full-time continuous service at Joliet Junior College.

13.1.2 Retirees will be subject to the terms and conditions of the contract under which they applied and were approved for retirement.

Section 13.2 APPLICATION PERIOD, LIMITS, AND SPECIAL TERMS

13.2.1 Application for retirement will be available to faculty members and must be submitted between August 15 and October 1. Applications received by the Human Resources Department after this period will not be considered.

13.2.2 Faculty members applying and approved for retirement under this Agreement will pre-determine a retirement date up to five (5) years in advance. The application year is excluded from the incentive period that is a maximum of four (4) years. The retirement date must be no later than the last day of the summer session following the incentive period. Please see 13.4.2 for health care options.

13.2.3 Participation in this program will be irrevocable unless mutually agreed upon by the College and faculty member.

13.2.4 If a faculty member should give notice to retire on a timely basis in accordance with the provisions of Article 13 of this Agreement, and thereafter an unexpected significant change in circumstances should occur, the faculty member may request a change of retirement date. The College will consider the faculty member's request to withdraw such notice of retirement, provided a replacement faculty member has not already been contracted or the College has not incurred significant expense.

All compensation paid under this section plus five (5) percent will be refunded to the College. Such refund will be made immediately or with a repayment plan approved by the College.

Section 13.3 RETIREMENT TRANSITION

13.3.1 Faculty accepted for retirement will be expected to work with their department and the college to ensure that the department and College are well-prepared to continue to meet students' educational needs after the faculty member's retirement. The nature of this transition work will be determined by the retiring faculty member in consultation with the Vice President of Academic Affairs.

13.3.2 Faculty members accepted for retirement shall receive annual raises in their base salary, commencing in the year following their acceptance into the retirement program, as established below for the remaining years of work performed.

Age at time of Retirement	Annual Raise Percentage
50 to 60	5.99%
61	5.75%
62	5.50%
63	5.25%
64	5.00%

If in any year the faculty member's annual raise percentage determined by the table above results in the faculty member earning a base salary lower than the base salary listed for the faculty member in the salary schedule in Appendix A, the faculty member shall earn the higher salary but under no circumstances will the annual raise exceed 6%. The faculty member shall be eligible to receive the annual raise percentage from the table above in subsequent years.

Faculty who will be age 65 or greater at the time of retirement will have their salary determined by the salary schedule in Appendix A.

Any Faculty member accepted for retirement will meet yearly with a College representative to review his/her compensation. Written approval by the College is required for any increase in overload or the taking on of additional duties for a Faculty member accepted for retirement in any case when an increase would result in total earnings that would exceed the 6% rule established by SURS. If a faculty member takes on additional duties and exceeds a 6% increase in total salary without explicit written College approval during any year in which he/she is participating in the retirement transition program described above, the faculty member will be responsible for any resulting costs assessed by SURS under the 6% rule by having the post-retirement payments to the retiree under Section 13.4 reduced.

Section 13.4 **POST-RETIREMENT OPTION**

13.4.1 The College's health benefits will cease effective on the last day of the month in which the faculty member is a full-time employee. Retirees have the option to seek enrollment in the SURS College Insurance Program (CIP) health and prescription drug program at his/her own expense.

13.4.2 Faculty members eligible for retirement according to section 13.1 will be eligible to receive the post-retirement sum of \$30,000 if eligible for single health insurance coverage or \$60,000 if eligible for family health insurance coverage provided the faculty member retires at age sixty (60) or younger. If a faculty member retires on or after his or her sixty-first (61st) birthday, the post-retirement sum is reduced to a maximum of \$15,000 if eligible for single health insurance coverage and a maximum of \$30,000 if eligible for family health insurance coverage. This post-retirement sum will be further reduced each month between the faculty member's sixty-first (61st) birthday and his or her retirement date in accordance with Appendix I.

**ARTICLE THIRTEEN
RETIREMENT**

The actual portion and payment terms will be determined by the individual faculty member requesting retirement at the time of application and the payment must be completed within five (5) years.

- 13.4.3 During the term of this Agreement, the Board of Trustees of Joliet Junior College, at its sole discretion, may offer a retirement incentive program in addition to the provisions of Article Thirteen, Retirement. Faculty members permitted to participate in any retirement incentive program outside the provisions of Article Thirteen of this contract shall not be deemed to create a past practice or precedent nor shall be subject to a grievance.

Section 13.5 **CHANGES IN STATE LAW REGARDING PENSIONS**

The parties acknowledge the ongoing uncertainty with respect to the State of Illinois and its public employee pension systems, including possible legislative changes that may impact the parties such as a cost shift from the State to local community colleges of the normal cost of SURS pension contributions. The parties further acknowledge that a cost shift from the State to local community colleges of the normal cost of SURS pension contributions could result in a significant and materially adverse impact to the College's finances. In light of these factors, in the event of a legislative or regulatory change that results in increased pension contribution costs to the College during the term of this Agreement, including a cost shift from the State to local community colleges of the normal SURS pension contribution, the college and Union will meet to have a good faith discussion of modification of possible courses of action to respond to the legislative or regulatory change.

Section 13.6 **POST-RETIREMENT PROCEDURES**

- 13.6.1 Persons receiving any monies as part of this Article after retirement shall be an independent contractor and not an employee of the College.
- 13.6.2 Retired faculty teaching on an adjunct basis will be compensated at the overload rate, which corresponds to their overload step and level at the time of retirement, paid according to the current salary schedule. Retired faculty members will be subject to adjunct faculty contact hour limits. A retiree may not return to employment for an employer covered under SURS for at least 60 days after the retirement date.

ARTICLE FOURTEEN

LENGTH OF AGREEMENT

Section 14.1 LENGTH OF CONTRACT

Joliet Junior College and the American Federation of Teachers Local 604, A.F.T. herein agree to the following Length of Agreement terms:

The term of the Agreement shall be from Fall Semester 2015 through Summer 2019.

Section 14.2 NO STRIKE CLAUSE

The Union agrees that during the term of this Agreement it will not authorize, call, or encourage a strike by any employees, except in the event of a material breach of this contract by the Board or its agents.

Section 14.3 NO LOCKOUT

During the term of this Agreement, there will be no lockout of employees instituted by the Board or its agents.

ARTICLE FIFTEEN

SAVINGS CLAUSE

Section 15.1 **LAWFUL PROVISIONS**

If any provisions of this agreement shall, at any time, affect loss of accreditation or shall be declared contrary to law or mandatory regulations as a result of a state or federal administrative, judicial, or legislative action, then such provision shall immediately become non-applicable. Should this occur, all other provisions of this agreement shall remain in full force for the duration of the agreement.

APPENDIX A-1
Joliet Junior College
Faculty Salary Schedule
Academic Year 2015-16

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$46,805	\$50,011	\$51,724	\$53,495	\$55,327	\$57,222	\$59,182	\$61,209
2	\$48,139	\$51,436	\$53,198	\$55,020	\$56,904	\$58,853	\$60,869	\$62,954
3	\$49,510	\$52,902	\$54,714	\$56,588	\$58,526	\$60,530	\$62,604	\$64,748
4	\$50,922	\$54,410	\$56,273	\$58,201	\$60,194	\$62,256	\$64,388	\$66,593
5	\$52,373	\$55,960	\$57,877	\$59,859	\$61,909	\$64,030	\$66,223	\$68,491
6	\$53,865	\$57,555	\$59,526	\$61,565	\$63,674	\$65,855	\$68,110	\$70,443
7	\$55,401	\$59,196	\$61,223	\$63,320	\$65,489	\$67,732	\$70,051	\$72,451
8	\$56,979	\$60,883	\$62,968	\$65,124	\$67,355	\$69,662	\$72,048	\$74,515
9	\$58,603	\$62,618	\$64,762	\$66,981	\$69,275	\$71,647	\$74,101	\$76,639
10	\$60,274	\$64,402	\$66,608	\$68,889	\$71,249	\$73,689	\$76,213	\$78,823
11	\$61,991	\$66,238	\$68,506	\$70,853	\$73,280	\$75,789	\$78,385	\$81,070
12	\$63,758	\$68,126	\$70,459	\$72,872	\$75,368	\$77,949	\$80,619	\$83,380
13	\$65,575	\$70,067	\$72,467	\$74,949	\$77,516	\$80,171	\$82,917	\$85,757
14	\$67,444	\$72,064	\$74,532	\$77,085	\$79,725	\$82,456	\$85,280	\$88,201
15	\$69,366	\$74,118	\$76,656	\$79,282	\$81,997	\$84,806	\$87,710	\$90,714
16	\$71,343	\$76,230	\$78,841	\$81,541	\$84,334	\$87,223	\$90,210	\$93,300
17	\$73,377	\$78,403	\$81,088	\$83,865	\$86,738	\$89,709	\$92,781	\$95,959
18	\$75,468	\$80,637	\$83,399	\$86,256	\$89,210	\$92,265	\$95,425	\$98,694
19	\$77,619	\$82,935	\$85,776	\$88,714	\$91,752	\$94,895	\$98,145	\$101,506
20	\$79,831	\$85,299	\$88,221	\$91,242	\$94,367	\$97,599	\$100,942	\$104,399
21		\$87,730	\$90,735	\$93,843	\$97,057	\$100,381	\$103,819	\$107,375
22		\$90,230	\$93,321	\$96,517	\$99,823	\$103,242	\$106,778	\$110,435
23		\$92,802	\$95,981	\$99,268	\$102,668	\$106,184	\$109,821	\$113,582
24		\$95,447	\$98,716	\$102,097	\$105,594	\$109,210	\$112,951	\$116,819

APPENDIX A-2
Joliet Junior College
Faculty Salary Schedule*
Academic Year 2016-17

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$47,858	\$51,136	\$52,887	\$54,699	\$56,572	\$58,510	\$60,514	\$62,586
2	\$49,222	\$52,593	\$54,395	\$56,258	\$58,184	\$60,177	\$62,238	\$64,370
3	\$50,624	\$54,092	\$55,945	\$57,861	\$59,843	\$61,892	\$64,012	\$66,205
4	\$52,067	\$55,634	\$57,539	\$59,510	\$61,548	\$63,656	\$65,837	\$68,091
5	\$53,551	\$57,219	\$59,179	\$61,206	\$63,302	\$65,471	\$67,713	\$70,032
6	\$55,077	\$58,850	\$60,866	\$62,950	\$65,107	\$67,336	\$69,643	\$72,028
7	\$56,647	\$60,527	\$62,600	\$64,745	\$66,962	\$69,256	\$71,628	\$74,081
8	\$58,262	\$62,252	\$64,385	\$66,590	\$68,870	\$71,229	\$73,669	\$76,192
9	\$59,922	\$64,027	\$66,220	\$68,488	\$70,833	\$73,259	\$75,768	\$78,364
10	\$61,630	\$65,851	\$68,107	\$70,439	\$72,852	\$75,347	\$77,928	\$80,597
11	\$63,386	\$67,728	\$70,048	\$72,447	\$74,928	\$77,495	\$80,149	\$82,894
12	\$65,193	\$69,658	\$72,044	\$74,512	\$77,064	\$79,703	\$82,433	\$85,256
13	\$67,051	\$71,644	\$74,097	\$76,635	\$79,260	\$81,975	\$84,782	\$87,686
14	\$68,962	\$73,686	\$76,209	\$78,819	\$81,519	\$84,311	\$87,199	\$90,185
15	\$70,927	\$75,786	\$78,381	\$81,066	\$83,842	\$86,714	\$89,684	\$92,756
16	\$72,948	\$77,945	\$80,615	\$83,376	\$86,232	\$89,185	\$92,240	\$95,399
17	\$75,028	\$80,167	\$82,913	\$85,752	\$88,689	\$91,727	\$94,869	\$98,118
18	\$77,166	\$82,452	\$85,276	\$88,196	\$91,217	\$94,341	\$97,572	\$100,914
19	\$79,365	\$84,802	\$87,706	\$90,710	\$93,817	\$97,030	\$100,353	\$103,790
20	\$81,627	\$87,218	\$90,206	\$93,295	\$96,491	\$99,795	\$103,213	\$106,748
21		\$89,704	\$92,776	\$95,954	\$99,240	\$102,639	\$106,155	\$109,791
22		\$92,261	\$95,421	\$98,689	\$102,069	\$105,565	\$109,180	\$112,920
23		\$94,890	\$98,140	\$101,501	\$104,978	\$108,573	\$112,292	\$116,138
24		\$97,594	\$100,937	\$104,394	\$107,970	\$111,668	\$115,492	\$119,448

*For information regarding salary schedules for academic years 2017-2018 and 2018-2019, see Section 4.2.

APPENDIX A-3
Joliet Junior College
Overload and Summer Schedule*
Fall 2015 through Summer 2019

	B	M	M+15	M+30	M+45	M+60	D	D+15
1	\$795	\$795	\$795	\$795	\$795	\$795	\$814	\$842
2	\$795	\$795	\$795	\$795	\$795	\$809	\$837	\$866
3	\$795	\$795	\$795	\$795	\$805	\$832	\$861	\$890
4	\$795	\$795	\$795	\$800	\$827	\$856	\$885	\$915
5	\$795	\$795	\$795	\$823	\$851	\$880	\$910	\$942
6	\$795	\$795	\$818	\$846	\$875	\$905	\$936	\$968
7	\$795	\$813	\$841	\$870	\$900	\$931	\$963	\$996
8	\$795	\$836	\$865	\$895	\$926	\$957	\$990	\$1,024
9	\$805	\$860	\$890	\$920	\$952	\$985	\$1,018	\$1,054
10	\$828	\$885	\$915	\$946	\$979	\$1,013	\$1,047	\$1,084
11	\$851	\$910	\$941	\$973	\$1,007	\$1,042	\$1,077	\$1,114
12	\$876	\$936	\$968	\$1,001	\$1,036	\$1,071	\$1,108	\$1,146
13	\$901	\$962	\$995	\$1,030	\$1,065	\$1,102	\$1,140	\$1,179
14	\$926	\$990	\$1,024	\$1,059	\$1,096	\$1,133	\$1,172	\$1,213
15	\$953	\$1,018	\$1,053	\$1,089	\$1,127	\$1,166	\$1,206	\$1,247
16	\$980	\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
17	\$980	\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
18	\$980	\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
19	\$980	\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
20	\$980	\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
21		\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
22		\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
23		\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283
24		\$1,047	\$1,083	\$1,120	\$1,159	\$1,199	\$1,240	\$1,283

*Per Contact Hour

*No full-time Faculty member shall be compensated for overload or summer at less than the median adjunct faculty pay rate as per Section 2.2.

APPENDIX B

HOURLY ASSIGNMENTS/RATES

Section B.1 GENERAL STUDIES

General studies courses will be compensated at thirty-five (\$35) dollars per clock hour.

Section B.2 NON-CLASSROOM FACULTY

Faculty employed in the Counseling Office(s) and Library (-ies) will be compensated per clock hour, using the following method for compensation: the non-classroom faculty member's step and column on the yearly Faculty Salary Schedule, divided by 1260. Hourly compensation shall be no less than the hourly wage for part-time faculty support staff or greater than Step 16 on the full-time faculty member's column on the salary schedule.

APPENDIX C

STUDENT ACTIVITIES ASSIGNMENTS

The following list of assignments, not necessarily all-inclusive, is approved when handled by members of the bargaining unit. Salaries are to be paid only when the functions are performed. The Vice President of Student Development or his/her designee will evaluate individuals' performances in these assignments annually. Open assignments will be posted.

Section C.1 **REQUIREMENTS**

C.1.1 Credit placement in C.1.4 may be given for prior pertinent experience. Only placement credit for club sponsor experience at Joliet Junior College will be given.

C.1.2 Appropriate documentation of experience shall be filed with the Human Resources Department.

C.1.3 Experience in one activity is not transferable to another.

C.1.4 The base salary to be used is below:

2015-2019

1st step	\$15,500
2nd step	17,500
3rd step	19,500
4th step	21,500

C.1.5 Percentage based on base salary scale:

(Numbers refer to years of experience at Joliet Junior College.)

0-3	Percentage based on base salary scale:	% of step 1
4-5	Percentage based on base salary scale:	% of step 2
6-7	Percentage based on base salary scale:	% of step 3
8	Percentage based on base salary scale:	% of step 4

Area	2015-2019 % of base salary
Word Eater	10
Club Sponsor	5

APPENDIX D

OVERLOAD AND SUMMER PAY

Section D.1 OVERLOAD AND SUMMER PAY

Overload hours are those contact hours in excess of a full load.

See Appendix A-3.

Section D.2 RECOGNITION OF SENIORITY

Qualifications for all faculty shall meet requirements as stated in Standards and Criteria for the Evaluation and Recognition of Illinois Public Community Colleges.

D.2.1 In all such faculty assignments, other things being equal, including seniority, the intention of the appropriate Vice President shall be to give absolute priority to those faculty who have been accepted for retirement when granting extra-class assignments to classes they have taught in their full-time assignment within the past two (2) years.

D.2.2 Extended-campus classes within the district shall be governed by general policies common to the college program. A faculty member who is on the adopted salary schedule may be assigned an extended-campus class in accordance with Article 7.3.2.

D.2.3 For full-time faculty, it is the intention to apply principles of seniority to assignment of overload classes, except in instances as stated in Article 7.3.10.2.

APPENDIX E

GRIEVANCE FORM

JOLIET JUNIOR COLLEGE COUNCIL, LOCAL 604, A.F.T.

Please fill out the following form in quadruplicate by supplying the necessary information.

1. Name of employee filing the grievance (grievant)
2. Position employee holds at Joliet Junior College
3. Specific Article(s) and Section(s) of contract that is alleged to have been violated
4. Name and Position of Immediate Supervisor
5. Description of the factual basis for the grievance
6. Requested Remedy

This form is available through the Joliet Junior College website.

APPENDIX F**DEVELOPMENT/TRAINING FOR ONLINE COURSES**

Section F.1 **COMPENSATION FOR DEVELOPMENT/TRAINING FOR ONLINE COURSES**

F.1.1 Faculty will be compensated for the development of online and blended courses in accordance with the Office of Distance Education's compensation schedule for same.

F.1.2 The training stipend will be paid only to those faculty who require additional training. Faculty who have previously completed the six-week "Online Course Development Workshop" or who have completed the Making the Virtual Classroom a Reality (MVCR) "Online Learning: An Overview" course will not need to repeat the course and thus will be ineligible for the training stipend. Faculty will receive a training fee once they have completed the six-week "Online Course Development Workshop." Remuneration will be pursuant to the Office of Distance Education's compensation schedule.

APPENDIX G

FACULTY RANKING

Faculty shall be classified as instructor, assistant professor, associate professor or professor according to years of service and level of education. The following table shall be used to determine faculty rank. Placement of faculty corresponds exactly to and is determined by a faculty member's location on the salary schedule in Appendix A.

Step	B	M	M15	M30	M45	M60	D	D15	Step
1									1
2									2
3									3
4									4
5	Instructor		Assistant Professor						5
6									6
7									7
8									8
9									9
10									10
11									11
12				Associate Professor					12
13									13
14									14
15									15
16									16
17									17
18									18
19									19
20				Professor					20
21									21
22									22
23									23
24									24

APPENDIX H

DEFINITION OF TERMS

1. **Academic Year** shall be the time period between the first day of Personal and Professional Development Week in the Fall semester through the last day of Spring semester final exams (inclusive) as designated by the academic calendar.
2. The words **base salary** shall mean that salary described in Appendix A.
3. A **blended class** includes both online and face-to-face instruction with the face-to-face component being between forty percent (40%) and sixty percent (60%) of the class contact hours.
4. **Business Day Deadline** means whenever a day/date is referenced in the Agreement and falls on a weekend or a holiday, it is understood to be the next full business day when College offices are open for normal and customary services.
5. The word **College** or **district** as used in this Agreement refers to the institution as an agency to implement and /or execute the policy of the Board.
6. **Continuous Service** means uninterrupted service with Joliet Junior College.
7. The words **Contract** and **Agreement** when used to refer to the items of this Contractual Agreement are equivalent and interchangeable.
8. **Council** as used in this document refers to the Faculty Union.
9. **Extended-Campus Courses** are to be defined as those courses taught at locations other than the 1215 Houbolt Road campus.
10. **Extended-Campus Sites** are to be defined as locations other than the 1215 Houbolt Road campus.
11. **Extension Courses** as used in this Agreement shall mean any courses offered outside District #525 which have been approved by necessary federal and state authorities.
12. **Health maintenance activities** are generally scheduled events that include office visits to physicians, dentists and other healthcare professionals as well as visits to hospitals or health clinics for medical testing purposes.
13. **Interrupted Service** as used in the document means resignation or official separation from the college that requires rehiring.

14. A **part-time job** is paid employment that does not include traditional academic activities like reviewing a book for a publisher or other brief activities for which a Faculty member may receive a small stipend.
15. **Pro-rated Day** shall mean 1/180th of the individual's placement on the salary schedule.
16. **Pro-rated Hour** shall mean 1/7th of a pro-rated day.
17. **Seniority** in any discipline means total uninterrupted service with District #204 for those who transferred in August 1967, and uninterrupted service spent in District #525.
18. **Shared governance** is the philosophy and practice that the Board of Trustees in exercising its authority under the Illinois Public Community College Act and other applicable laws will consider input from the faculty, staff and administration in the making of significant institutional decisions.
19. Whenever the **singular** is used in this Agreement, it shall include the plural.
20. **Union Representatives** as used in this Agreement refers to officers elected or officially designated by the Union to function in a given capacity.

APPENDIX I
POST-RETIREMENT PAYMENTS

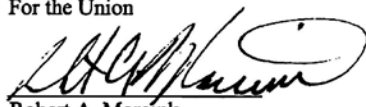
Age as of Retirement Date		Post-retirement Payment if Eligible for Family Coverage	Post-retirement Payment if Eligible for Single Coverage
Years	Months		
Prior to 61 st Birthday		\$60,000.00	\$30,000.00
61	0	\$30,000.00	\$15,000.00
61	1	\$29,375.00	\$14,687.50
61	2	\$28,750.00	\$14,375.00
61	3	\$28,125.00	\$14,062.50
61	4	\$27,500.00	\$13,750.00
61	5	\$26,875.00	\$13,437.50
61	6	\$26,250.00	\$13,125.00
61	7	\$25,625.00	\$12,812.50
61	8	\$25,000.00	\$12,500.00
61	9	\$24,375.00	\$12,187.50
61	10	\$23,750.00	\$11,875.00
61	11	\$23,125.00	\$11,562.50
62	0	\$22,500.00	\$11,250.00
62	1	\$21,875.00	\$10,937.50
62	2	\$21,250.00	\$10,625.00
62	3	\$20,625.00	\$10,312.50
62	4	\$20,000.00	\$10,000.00
62	5	\$19,375.00	\$9,687.50
62	6	\$18,750.00	\$9,375.00
62	7	\$18,125.00	\$9,062.50
62	8	\$17,500.00	\$8,750.00
62	9	\$16,875.00	\$8,437.50
62	10	\$16,250.00	\$8,125.00
62	11	\$15,625.00	\$7,812.50
63	0	\$15,000.00	\$7,500.00
63	1	\$14,375.00	\$7,187.50
63	2	\$13,750.00	\$6,875.00
63	3	\$13,125.00	\$6,562.50
63	4	\$12,500.00	\$6,250.00
63	5	\$11,875.00	\$5,937.50
63	6	\$11,250.00	\$5,625.00
63	7	\$10,625.00	\$5,312.50
63	8	\$10,000.00	\$5,000.00
63	9	\$9,375.00	\$4,687.50
63	10	\$8,750.00	\$4,375.00
63	11	\$8,125.00	\$4,062.50
64	0	\$7,500.00	\$3,750.00
64	1	\$6,875.00	\$3,437.50
64	2	\$6,250.00	\$3,125.00
64	3	\$5,625.00	\$2,812.50
64	4	\$5,000.00	\$2,500.00
64	5	\$4,375.00	\$2,187.50
64	6	\$3,750.00	\$1,875.00
64	7	\$3,125.00	\$1,562.50
64	8	\$2,500.00	\$1,250.00
64	9	\$1,875.00	\$937.50
64	10	\$1,250.00	\$625.00
64	11	\$625.00	\$312.50
On or after 65 th Birthday		\$0	\$0

Memorandum of Understanding

Load Study

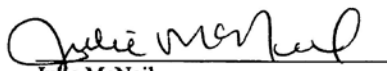
The Administration and Faculty will establish a task force to study loads at Joliet Junior College and peer colleges. The Vice President of Academic Affairs will convene the first meeting of the task force before April 25, 2016, to organize and to establish data needs. The function of the task force is to analyze load limits (including summer loads) and compensation (base pay, overload and summer compensation). The task force will be made up of three administrative representatives chosen by the Vice President of Academic Affairs and three faculty representatives chosen by the Union President. The task force will report to the Vice President of Academic Affairs and the Union President during Fall 2018 (before October 1, 2018).

For the Union



Robert A. Marcink
President, JJC Faculty Union

For the College



Julie McNeil
Executive Director of Human Resources

**Contractual Agreement Between
Illinois Community College Dist. 525
Joliet Junior College
and the
Joliet Junior College Council of the
American Federation of Teachers
Local 604, A. F. T.**

Fall, 2015-June 29, 2019

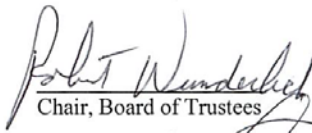
This Agreement made and entered into this 1st day of December, 2015.

For Joliet Junior College
Council of the American
Federation of Teachers
Local 604, A. F. T.

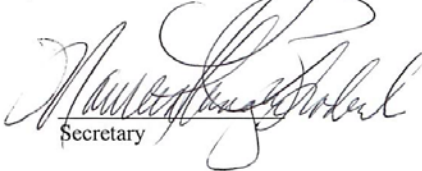
For the Board of Trustees
Illinois Community College
District No. 525



JJC Faculty Union President
Robert A. Marcink



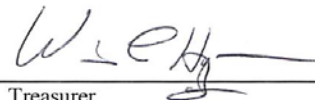
Chair, Board of Trustees




Secretary



Vice President
William J. O'Connor



Treasurer
William P. Hogan



Secretary
Susan M. Prokopeak

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