

CONTRACTUAL AGREEMENT

Between

ILLINOIS COMMUNITY COLLEGE DISTRICT 525

and the

Joliet United Adjuncts Coalition (JUAC), IEA-NEA

August 2021-August 2025

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Article One Recognition and Definitions

1.1 Recognition

The Board of Trustees of Illinois Community College District No. 525 (henceforth referred to as “the Board”), State of Illinois, recognizes the Joliet United Adjuncts Coalition (JUAC), IEA-NEA (henceforth referred to as the “Union”), as the exclusive bargaining representative for all adjunct/part-time faculty teaching three or more hours; excluding all other employees employed by the Employer and all supervisors, managerial, confidential, and short-term employees as defined by the Illinois Education Labor Relations Act.

The non-credit Bargaining Unit members are those assigned to teach 45 or more clock hours per semester or summer session of General Education Development (GED), English as a Second Language (ESL), Basic Skills (BSKL), Work Place Skills (ESLW), Spanish GED (SPGED), and Citizenship (CITZ).

Specifically excluded from the bargaining unit are: 1) non-credit grant funded instructors if they do not teach General Education Development (GED), English as a Second Language (ESL), Basic Skills (BSKL), Work Place Skills (ESLW), Spanish GED (SPGED), and Citizenship (CITZ) courses; 2) non-credit instructors in Traffic Safety, CPR and Lifelong Learning; 3) non-credit fire science instructors who teach non-credit courses which last one day per semester; 4) non-credit nursing instructors who teach non-credit courses which last one day per semester.

Specifically excluded from the bargaining unit are the College President, Vice- Presidents, and Deans. Also, specifically excluded from the bargaining unit are supervisors, managerial, and confidential employees as defined by the Illinois Education Labor Relations Act.

1.1.1

The term “hours” in paragraph 1 of section 1.1 is understood to mean contact hours.

1.2 Board of Trustees Legal Authority and Representatives

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 President or designees 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. The College has a right to establish, plan, direct and control the College's mission, programs, objectives, objectives, rules and regulations and College operations.

1.3 Determination of the Bargaining Unit

Each semester the Board shall determine membership in the bargaining unit, based upon the criteria in Section 1.1 of this contract, and shall notify the Union of the unit determination by September 1 of the fall semester and February 1 of the Spring Semester. Bargaining unit lists shall be provided to the Union electronically.

In addition, the College will notify the Union when adjuncts are hired or terminated. Such notification shall be made in the next biweekly pay/data cycle if possible, but no later than 30 days after the hiring or termination date. The College will also provide to JUAC a biweekly list of separated employees.

Article Two Union-Board Relations and Union Activities

2.1 Union Board Relations

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

2.2 Adjunct Meeting Participation

At the Adjunct Faculty welcoming dinner and at the new Adjunct Faculty orientation meetings, a table shall be provided for Union representatives. This table will be used to provide adjuncts with union information and membership applications.

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 within a reasonable amount of time.

2.4 Union Release Compensation

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 \$18,000 per year for year 1, 2021-22, and \$20,000 per year for the duration of this agreement. The Union shall designate how the support is to be assigned and inform the college.

2.5 Facilities and Equipment

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

2.6 Scheduling Union Meetings

Before scheduling Union meetings, the officers shall check the calendar of the school schedule to make certain there are no conflicting meetings called for that time and immediately upon completion of such scheduling, notice shall be given to the President of the College. It is also recognized that the parties will find it necessary to schedule meetings that 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.

2.7 Union Bulletin Board

The Union shall be provided with bulletin board space to post notices and other materials related to Union activities. The bulletin board space shall be labeled for Union use and only Union representatives shall have authority to post materials on the bulletin board, in accordance with college non-solicitation policies and procedures. All notices and materials must be signed or initialed by an authorized Union representative.

2.8 Union Use of Campus Mail Boxes

Union representatives shall have the right to place appropriate Union material in Adjunct mail boxes. All Union material placed in mail boxes must be Union related and materials must be signed or initialed by an authorized Union Representative.

2.9 Board Meeting Agenda Distribution

The Board shall furnish the Union President with a copy 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 minutes of the immediate past meeting will be furnished to the Union President by noon on the second working day after these minutes have been officially approved by the Board.

2.10 Non-Discrimination

The Board and the Union agree that they shall continue their practice of not illegally discriminating on the basis of race, color, ethnicity, age, religion, national origin, gender, marital status, veteran's status, disability, or sexual orientation.

2.11 Deduction of Union Dues

The Board shall deduct Union dues from the pay of each Adjunct 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 Board any dues which may have been erroneously remitted to the Union.

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.

2.13 Distribution of Contracts

An electronic version of the contract will be posted on the Human Resources Department website. Fifty (50) copies shall be provided to the Union President.

2.14 Intention to Continue Contract Settlements

The members of JUAC, IEA-NEA, and District 525 Board of Trustees and Administration affirm their intention to continue the concept of productive preliminary discussions that can lead to acceptable and satisfactory early contract settlements. The scope of negotiations shall be as prescribed by law.

2.15 Integrity of the Bargaining Unit

The Board recognizes the integrity of the Bargaining unit, and shall not take any action directed at eroding it. The Board shall assign Bargaining Unit work to Bargaining Unit Members. The Board and its representatives shall not negotiate with any other labor organization or individual members on matters pertaining to the maximum number of credit hours, compensation, working conditions and fringe benefits of eligible adjunct instructors.

2.16 No Strike

The Union agrees that during the life of this Agreement, it will not authorize, call or encourage a strike by any bargaining unit employees and the Board agrees it will not lock-out employees.

Article Three Grievance Procedure

3.1 Formal Grievance Procedure

A grievance is defined as an alleged violation, misinterpretation or misapplication of a specific article or section of this agreement. Any affected Adjunct or the Union may present a grievance to the supervisor or appropriate administrator (depending upon with whom the grievance is associated) provided the matter shall have first been discussed informally with such supervisor

or administrator. The grievance shall be in writing and shall 1) describe the alleged violation in detail, 2) cite the specific provision(s) of the Agreement allegedly violated, and 3) indicate the requested remedy. If either the Union or the College requests an extension of the deadlines in this Article, the other party will grant the extension. 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. The Board shall not take any reprisals against any Adjunct or other College employee as a consequence of the filing of a grievance or participation in the grievance processing under this Article of the Agreement.

3.2 Step One

The grievance shall be filed with the Adjunct member's immediate supervisor or with the appropriate administrator (depending upon with whom the grievance is associated), within twenty days (20) 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. The supervisor or appropriate administrator shall convene a meeting with the grievant to review the grievance provided such meeting to be scheduled no later than ten (10) days after receipt of the grievance. The supervisor or appropriate administrator 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. During their first sixty (60) calendar days of employment, newly employed Adjunct members shall have an additional fifteen (15) days to file a grievance beyond that otherwise provided in this Agreement.

3.3 Step Two

If the grievance is not resolved at Step One, the grievant may within ten (10) days of receipt of the 3.2 answer, appeal such grievance to the appropriate Dean/Director. Such appeal shall be in writing and indicate the reason(s) therefore. The Dean/Director shall respond in the same manner as set forth in Step One, provided that if further investigation is needed, additional time may be allowed.

3.4 Step Three

If the grievance is not resolved at Step Two, the grievant may within ten (10) days of receipt of the 3.3 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 Step One, provided that if further investigation is needed, additional time may be allowed.

3.5 Step Four

If the grievance is not resolved at 3.4, the grievant may, within ten (10) days of receipt of the Step Three 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 Step One.

3.6 Step Five Board

If the grievance challenges the disciplining or dismissal of an Adjunct Faculty member and the grievance is not resolved, the affected Adjunct Faculty member may within ten (10) days of receipt of the answer appeal to the Chairperson 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 of Trustees shall respond in the same manner as set forth in Step One.

3.7 Step Six Arbitration

If the Union is not satisfied with the disposition of the grievance at Step Four or when applicable Step Five, 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 Step Four answer or if appropriate, Step Five 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.

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.

The Arbitrator shall have no power to alter, add to, or subtract from the terms of the Agreement. The Arbitrator's decision shall be binding. 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.

3.8 Mediation

The Union and the College may by mutual agreement seek the services of the Federal Mediation and Conciliation Service to assist in resolving any grievance that reaches Step Six.

Article Four Academic Freedom

4.1 Definition

By academic tradition and by 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 religious leaders, public opinion, social pressure, or political prescription.

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 Adjunct, 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 Adjuncts 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 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.

4.2 Intellectual Property Rights

In order to foster innovation in and out of the classroom, the Board, Administration, and Joliet United Adjunct Coalition 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.

4.3 Institutional Materials (College-Owned Materials)

The College owns, may use, and has unlimited access to materials developed as part of the Adjunct 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.

4.4 Instructional Materials (Adjunct-Owned Materials)

Adjunct 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 Adjunct member and the College to the use and access of the materials described in the previous paragraph are set forth in paragraphs 4.4 A through 4.4 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 Chairperson, approving for use as course models for other Adjunct in that department/discipline. These rights of use shall remain in effect even if the instructor leaves the institution.

B. Adjunct Member's Exclusive Rights: Where materials are developed through the sole efforts and contributions of the Adjunct member and without ordinary or extraordinary levels of support from the College, such materials shall be the sole and exclusive property of the Adjunct 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 Adjunct 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 Adjunct member.

D. Adjunct Member's Sale, Lease, Assignment or Transfer of Any Ownership Right: An Adjunct 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.

4.5 Intellectual Property Developed With Extraordinary Support

Extraordinary Support: Any materials developed by Adjunct members with more than usual and customary level of support from the College will be jointly owned by the College and the Adjunct member. "More than usual and customary support" is defined as clerical, office, or support-staff support beyond normal levels an Adjunct 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 Adjunct by the College in order to prepare and deliver course instruction.

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

4.6 Intellectual Property Developed by Express Agreement

Where the College and the Adjunct 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 Adjunct member and the College.

4.7 Limitations on Videotaping or Recording of Classes

General: Videotaping and audio taping or recording of classes shall be done only at the initiation of the Adjunct member teaching the course and may be used only at the discretion of the Adjunct member. The Adjunct member has the right to modify and dispose of these tapes or recordings. The Adjunct member shall retain the sole right, use and ownership of any tapes made pursuant to 4.7, unless such materials are voluntarily used by the Adjunct 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.

Interactive Distance Learning: The limits on recording extend to distance learning classes. In no event shall video or audio recordings of an Adjunct member's lecture, performance, or presentation be rebroadcast or used by the College without the consent of the Adjunct member. The College shall dispose of the recordings no later than two weeks after the recordings are made, unless otherwise agreed to by the College and Adjunct member.

Article Five Adjunct Faculty Rights

5.1 Union Representation

Adjuncts shall have the right to assistance and representation from duly authorized Union representatives at grievance meetings, investigatory meetings, or other meetings that may result in suspension, termination or other disciplinary action, as applicable by law.

5.2 Personnel Files

Only one (1) official personnel file shall be maintained in the Human Resources Department at the College for each Adjunct. An Adjunct shall receive a copy when something evaluative is placed in his/her file and shall have the right to respond in writing to any item placed in the employee's file. Such files may be examined upon written request through the Human Resources Department. Such request shall be honored without undue delay if made during normal business hours. A designee of the College administration may be present during such review. Nothing which has been officially placed in the personnel file shall be permanently removed from the file without the mutual consent of the College President or designee and the adjunct. No material from the personnel file shall be made available to personnel or agencies not employed by or affiliated with the College without the adjunct's consent, except as required by law, court order or records subpoena or as necessary pursuant to the regular operations of the College. However, this shall not preclude the College from responding as required with regard to verification of employment.

5.3 Jury Leave

The Board agrees to pay each Adjunct 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 Adjunct person's regular salary.

5.4 Military Leave

Adjuncts shall have rights to military leave in accordance with federal law.

5.5 Bereavement Leave

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

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

5.6.1 Progressive Discipline

Non-probationary adjuncts covered by this Agreement shall be disciplined only for just cause. Discipline up to and including dismissal from employment shall be for unsatisfactory job performance, the violation of College policies, gross misconduct, or the violation of state, local or federal law.

Corrective Action is a preliminary process that should be utilized when the Dean believes an issue can be resolved without disciplinary action. Corrective action shall be pre-disciplinary and formative in nature. Prior to the implementation of Corrective Action, the adjunct faculty member and appropriate dean will meet to discuss possible remedies that would fall short of disciplinary action. The adjunct may have a Union representative at that meeting. If the adjunct is able to address the concerns to the satisfaction of the Dean through an agreed-upon remedy, the issue would be considered to be resolved. The adjunct would be notified of this resolution by the appropriate dean.

If an adjunct fails to comply with the corrective action agreed to by the Dean and adjunct, the Dean may proceed with disciplinary action in accordance with the process described below. No record of corrective action shall be placed in the adjunct's personnel file unless the adjunct fails to satisfactorily address the concerns and the Dean proceeds to disciplinary action.

The principle of progressive discipline is recognized. The typical disciplinary sequence shall be (1) verbal warning, (2) written warning, with a copy to the employee's personnel file, (3) suspension, (4) dismissal. It is understood however, that the degree of discipline given shall be based upon the nature and circumstances of the offense and the severity of the infraction. The discipline may include reasonably related corrective and rehabilitative endeavors.

Prior to taking any disciplinary action, the Dean and/or Chair will meet with the adjunct to discuss the reason(s) for potential discipline. The adjunct may have a Union representative present at such a meeting.

The adjunct shall be apprised in writing of the reason(s) for the disciplinary action by the Administration. At the time such notice of disciplinary action is placed in the official personnel file in the Human Resources Department, a copy of such material shall concurrently be provided to the adjunct by the Administration. The adjunct shall acknowledge the receipt of such notice by signing it to acknowledge the receipt of the notice and shall not signify anything else. Should the adjunct refuse to sign the disciplinary notice, the Administrator shall write on the disciplinary notice that the adjunct refused to sign, date it and sign his/her name to the disciplinary notice.

In the event of a verbal or written warning, the adjunct shall have the right to respond to such warning notice placed in his/her official personnel file by submitting a response in writing within twenty-one (21) calendar days of filing of such disciplinary notice. Such response shall be attached to the personnel file copy of the warning notice.

Prior to any suspension without pay or dismissal, the adjunct shall be given the opportunity to attend a scheduled pre-disciplinary conference. The Union will be notified of the scheduled pre-disciplinary conference and may send a union representative to attend. At this conference, the adjunct will be given the opportunity to respond to the reasons for the intended suspension or dismissal. The adjunct shall be entitled to a representative of his/her choice at the pre-disciplinary conference. Following the pre-disciplinary conference, the Administration shall determine whether to proceed with the suspension or dismissal. The adjunct will be advised of the decision in writing.

If it is deemed necessary by the Administration to conduct an investigation prior to a pre-disciplinary conference, an adjunct may be placed on paid leave pending the completion of the investigation.

In the event of a suspension without pay or dismissal, the adjunct has the option to appeal such disciplinary action in accordance with the procedures as set forth in Article Three of this agreement.

5.6.2 Civil Rights Offense

In the event that an allegation is made against an adjunct faculty member that is deemed a potential violation of Civil Rights laws (Title IX, Title VII, or Section 504) by the College's Compliance Officer, the allegation shall be investigated in compliance with federal law. At the

beginning of the investigation, the adjunct faculty member will be made aware of his or her right to Union or legal representation, unless prohibited by law. Membership of the investigation team shall include equal numbers of administrators and Union members in good standing trained in these proceedings, when allowed by law. Training for adjuncts will be compensated at the mandatory training rate. Adjuncts who have satisfactorily conducted an investigation will be compensated at the rate equivalent to the Step 7 PhD contact hour rate in the salary schedule. The adjunct faculty member who is the subject of the investigation will receive a copy of the investigative report.

5.7 First Paycheck

5.7.1 With completion of required College documentation by prescribed deadlines and in accordance with all applicable federal and state rules, the first pay check shall be issued to the Adjunct member on the first payday after the end of the pay period in which the first day of class was held if the class starts during the first week of the pay period. If a class starts during the last week of a pay period, the first pay check would be issued on the second payday.

5.7.2 New Hires

For new hires, if required College documents are not received by prescribed deadlines, the new hire will not be able to start any teaching assignments and will not be compensated for class time not taught.

For new hires, all required College documentation and due dates will be made available on the JJC website. Upon completion of required documents, the new hire will receive a confirmation from Human Resources.

5.8 Adjunct Interviews for Full-Time Faculty Positions

When new full-time positions are authorized or an existing full-time faculty position is to be filled, a job posting shall be posted at the College's internal posting location and on the Human Resources Employment website.

Adjuncts who apply for full-time positions and who meet the required qualifications shall be granted at least an initial interview. Adjuncts will be allowed to apply for vacancies in accordance to all federal, state and local laws and statutes and all College procedures. Adjuncts will be notified after they were considered during a recruitment whether they were selected or not for the position.

5.9 Adjunct Office Space

Departmental Office Space

The College shall provide, based on availability, secure and shared office space within the adjunct's department. Such office space will be equipped with a telephone and computer as available. The College will provide a space for a lockable file cabinet in the Union President's department. In addition, as the College expands its facilities, it will make a good faith effort to

provide at least one (1) shared office for Adjunct Faculty of any department to utilize for professional purposes. Such office shall be furnished with standard equipment, i.e., furniture, computer, telephone and space to grade papers and conduct meetings with students.

Union Office Space

The college will provide the Union with suitable office space for Association leadership to conduct business and store materials on campus.

5.10 Substitute Assignments

The college shall continue its practice of allowing adjunct faculty to teach as substitutes. The parties agree that the College has the authority to establish and administer the substitution procedure. When arranging for a substitute, Adjunct Faculty members shall follow the College substitution procedures. Adjunct Faculty members will not be asked to substitute during their scheduled instructional/class time.

5.11 Participation in Meetings

Departmental Meetings

An Adjunct Union Department Representative or her/his designee may attend each scheduled departmental meeting in her/his academic department. The Adjunct Department Representative shall be notified of the meeting at the same time as full-time instructors and by the same means. The Adjunct Department Representative will function as liaison between the academic department and the adjuncts in the department. The Adjunct Faculty member will be compensated at the rate of twenty-five dollars (\$25) for attending departmental meetings.

Committee Assignments

The College will compensate Adjunct Faculty at the rate of \$35 per hour in attendance for committee assignments approved by the Dean, Director and/or the Vice President. Approved committee assignments will include OISC, DEI, PDAT, Strategic Plan, and search committees. The approved list of committees will be reviewed annually and as needed by the Union president and the College president or designees. Payment of this stipend will be processed through the office of the VPAA. Approved committee assignments will not conflict with the Adjuncts teaching schedule. If an Adjunct Faculty participates in a non-compensated committee assignment approved by the Dean, Director and/or Vice President, the Adjunct Faculty member will not be docked for not teaching their class.

An Adjunct Faculty member is welcome to attend institutional meetings without compensation. When attendance at departmental and institutional meetings, professional development activities and other committee meetings is mandatory, the Adjunct Faculty member shall be reimbursed at the rate of \$25 dollars for each meeting.

5.12 Course Development Rights

The College shall continue its practice of encouraging Adjunct Faculty to develop online and blended/hybrid courses with the approval of the Adjunct's Department Chairperson and the Dean.

The College agrees that every reasonable effort will be made to invite Adjunct Faculty members to participate in recommending and selecting textbooks. Final approval of textbooks remains with the Adjunct's Department Chairperson and the Dean. Any alleged violation will not be subject to Step Five of the grievance procedure.

5.13 Professional Development

The parties acknowledge the value of professional development of Adjunct Faculty in the pursuit of academic excellence, quality teaching and service to the students and the community. Professional development activities will enhance Adjunct Faculty members as teachers, scholars, leaders and practitioners; Adjunct Faculty members may submit requests for professional development activities that occur during any semester in which they teach at least three (3) hours. Professional development activities may include professional travel, workshops, training, tuition, books, professional publications and other professional activities and supplies. Up to twenty thousand dollars (\$20,000) per fiscal year will be expended for these professional development activities. The monies expended in this section do not include tuition reimbursement or training provided by the College (such as Adjunct Faculty seminars).

Adjuncts may also participate in professional development activities provided by the College, including but not limited to Adjunct Faculty Seminars. Compensation for each such seminar or comparable approved activity will be \$50. Payments will be processed two times per year, in June for activities completed in the spring semester (January through May) and in January for activities completed during the summer and fall semesters (June through December). Upon approval of this contract in 2022, the College will process a one-time payment at the rate of \$50 per seminar for all seminars completed on or before December 31, 2021.

Adult education faculty are required by ICCB to complete a certain number of professional development hours each year. Adjunct faculty in Adult Education will receive a stipend of \$200 per year for successful completion of this requirement. Payments will be processed two times per year, in January for adjuncts who finished completing the full requirement during the summer and fall semesters (July through December), and in July for adjuncts who finished completing the full requirement in the spring semester (January through June).

The College will provide documentation of professional development units to adjuncts who are also P-12 licensed teachers for teaching college level credit courses in the field related to the individual's license (not developmental, adult education or workforce courses) as acceptable by ISBE for license renewal. Adjunct faculty should contact their Dean to initiate this process.

5.14 Participation in Commencement

Adjunct Faculty will be invited to participate in commencement ceremonies. The College will provide a limited number of seats for Adjunct Faculty to attend. The number of seats will be contingent on space availability.

Article Six Class Assignments and Reassignments

6.1 Length of Service

Length of service is the number of semesters (teaching one or more summer sessions will count as only one total semester toward length of service) in which a bargaining unit member as defined in the certification issued by the IELRB has been employed at the college without a break in service. A break in service is defined as not teaching any course for four (4) consecutive fall/spring semesters.

6.2 Workloads

Except for Bargaining Unit Members who teach in the areas of Rhetoric and Journalism, Bargaining Unit Members may be assigned to teach up to twelve (12) contact hours per semester (teaching in one or more summer sessions is defined as a semester).

Bargaining Unit Members who teach three (3) 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) may be assigned to teach up to nine (9) contact hours per semester. Bargaining Unit Members assigned only one (1) or two (2) 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) may be assigned to teach other courses up to twelve (12) contact hours per semester.

6.3 Seniority

For the purpose of assignments, Bargaining Unit Members in each College Department shall be classified into the following levels of seniority based on the number of semesters they have been teaching at the College (including summer sessions) without a break in service. (This is separate from compensation and salary step placement which is addressed in Section 9.8.)

There is no subdivision of seniority levels on any basis, and therefore all adjuncts within any given level are considered equal for the purpose of class assignments.

Seniority Level 1: Bargaining Unit Members start at Seniority Level 1 when they start teaching their first (1) semester at the college.

Seniority Level 2: Bargaining Unit Members move to Seniority Level 2 when they start teaching their fifth (5) semester at the college.

Seniority Level 3: Bargaining Unit Members move to Seniority Level 3 when they start teaching their thirteenth (13) semester at the college.

Seniority Level 4: Bargaining Unit Members move to Seniority Level 4 when they start teaching their twenty-second (22) semester at the college.

Seniority is established in each College Department. Adjuncts who voluntarily move to a new department, or become newly credentialed in a second department, do not transfer seniority to the new department, but instead accrue seniority separately in the different departments. Adjuncts who change departments as the result of administrative reorganization or other College action do not lose any seniority with such a change and maintain their previously established seniority level in their new department.

6.4 Assignment Requests

On or before October 1 of each year, a Bargaining Unit Member shall submit a request for assignment form to the College, which will indicate his/her interest in a teaching assignment for the following Spring Semester. It shall indicate the courses and sections if known which he/she is interested in teaching. It will also indicate the total number of credit hours, days, times and locations of interest.

On or before February 1 of each year, a Bargaining Unit Member shall submit a request for assignment form to the College, which will indicate his/her interest in a teaching assignment for the following Fall Semester and Summer session.

Each form shall indicate the courses which he/she is interested in teaching and sections if known. It will also indicate the total number of credit hours, days, times and locations he/she is available to teach. In the case of the Summer Session, the form will also indicate which Summer session(s) is/are of interest.

All assignment forms will be submitted via email by the Bargaining Unit Member. The assignment form will be accessible on the JJC Website/Portal. The email will serve as proof of submission. The College may remind Adjunct members of the due dates of form submissions. If the Bargaining Unit Member does not submit the assignment form via email by the above deadlines, the Department Chair/Director will not be obligated to assign any courses.

6.5 Class Assignments

A schedule of classes will be developed by each Department each semester. The appropriate Dean(s) will meet with the Department Chairs each semester to plan the schedule for the following semester. The VPAA will make final approval of Department class offerings.

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.

Priority in course assignments applies to members of the bargaining unit based on seniority level at the College.

Full-time faculty will receive load and overload assignments prior to retired full-time faculty and fully qualified adjuncts. For sections not assigned to full-time faculty, the College shall attempt to make assignments to members of the bargaining unit who are fully qualified, who have had a continuing history of successful performance at the College and who are available to teach at times that are consistent with the College's scheduling. The department will assign courses to unit members within their department in order of seniority as defined in Article 6.1 and 6.3 of this Agreement.

Nothing herein shall be construed or applied in such a way as to deprive the College of the right to disregard seniority in the assignment of courses in unusual circumstances or when a particular specialization or expertise is needed.

The College shall provide to the Union President or designee an updated seniority list by department by October 1st and February 1st each year.

Based on the above criteria, the College shall make course assignment offerings to Adjunct Faculty members who are available to teach at the times the course selections are offered. Retired full-time faculty with appropriate qualifications and experience will be granted priority assignments.

Adjunct faculty primarily responsible for the creation of a new course or a new delivery format for an existing course will be assigned at least one section of that course for each semester it is offered. This applies for the first four semesters the course is offered excluding summer sessions.

Course assignments for each semester, including summer, will be made by the College according to the following process:

- Adjunct Faculty members will submit their assignment requests in accordance with Article 6.4
- The College shall review the submitted requests in seniority order and shall assign requested courses during the first pass according to the following order:
 - Level 4 seniority adjuncts will be assigned **at least** six (6) contact hours if classes are available.
 - Level 3 seniority adjuncts will be assigned **at least** six (6) contact hours if classes are available.

- Level 2 seniority adjuncts will be assigned **at least** six (6) contact hours if classes are available.
- Level 1 seniority adjuncts will be assigned **at least** three (3) contact hours if classes are available.

The Bargaining Unit member will have five (5) working days to respond to these assignment offers. As used in this Article, “working days” means Monday through Friday, inclusive, except any days on which the College business office is closed.

- Credit classes that start earlier in the semester should be assigned to more senior adjuncts unless a different preference is indicated by the adjunct on the Assignment Request form. If there are 16-week classes and late-start classes, the 16-week classes should be offered first to the more senior adjuncts. Late-start classes will be assigned after all 16-week assignments have been made, again being offered first to more senior adjuncts. Courses that are in Pending status (classes not open to enrollment) are not included in the assignment process. Adjuncts will not be assigned to Pending classes until the course is open to enrollment, and then will be assigned by following the process in Section 6.5 for classes added to the schedule.
- Any remaining classes that need to be assigned after the first pass will be emailed to Bargaining Unit Members’ JJC email accounts. The Bargaining Unit Member will have three (3) working days to submit interest, via email, in teaching any remaining classes provided they are fully qualified and have a continuing history of successful performance. The College will assign classes in seniority order to Adjuncts. As used in this Article, “working days” means Monday through Friday, inclusive, except any days on which the College business office is closed.

Courses that are added to the schedule after the assignment dates in Section 6.5, Paragraph 14, and not assigned to full-time faculty, shall be assigned according to the following order:

- Adjuncts who have had classes cancelled, in order of department seniority.
- Continuing the first-pass process described earlier in this section.
- Any remaining classes after the above process is completed will be assigned at the discretion of the College.
- Should class instructor vacancies arise due to emergencies (those classes that are without an assigned instructor after the assignment deadline); the College will email the list of class instructor vacancies to Bargaining Unit Members’ JJC email accounts. The Bargaining Unit Members will have twenty-four (24) hours to respond, via email, expressing interest in teaching any listed class(es). The College will assign requested classes in seniority level order to Adjuncts not to exceed the maximum workload.
- Any remaining classes after the above process is completed will be assigned at the discretion of the College.

- Fall semester classes shall be assigned by April 30th. Spring semester classes shall be assigned by November 30th. Summer session classes shall be assigned by March 31st. Cohort programs (e.g. Nursing, Radiology, Sonography, OPT, Vet Tech), where students cannot advance to the next course in the career program until they successfully complete the preceding course, will schedule adjunct faculty members no later than three (3) business days after the conclusion of final exam week.
- For the Department of Adult Education and Literacy (DAEL), Fall classes will be assigned at least 30 days before the first day of the fall semester. Spring semester classes will be assigned by November 30th. Summer session classes will be assigned by March 31st.
- For the Department of Adult Education and Literacy (DAEL), the department will assign classes to adjunct faculty according to the process described earlier in this section (6.5). Classes assigned in the first pass will be designated for students with no more than three NRS levels (1-5). Level 6 students may be added to a section with level 4 and/or 5 students as needed.

To ensure that the most senior faculty members' sections fill first, if more than one section is available for given NRS levels and student preferences, students will be assigned to classes based on faculty seniority level.

The class enrollment limits in DAEL will be the same as those defined in the full-time faculty contract 7.1.1.1 for developmental English classes (currently 20 students).

If the department transitions to a student self-enrollment process, the college agrees to meet with JUAC to develop a revised assignment process.

The Department Chair or designee will document the following: Adjunct Name, Seniority Level, Course Name, Section Number, Number of Contact Hours, Date Offered, Date Accepted or Date Rejected, Date Published, Date Cancelled if course is cancelled, and Date Turned Down if Bargaining Unit Member subsequently turned down course after course was accepted. If a class assignment is offered, accepted, and subsequently turned down by a Bargaining Unit Member, the Department Chair is not obligated to replace the contact hours by assigning another course to the Bargaining Unit Member.

6.6 Published Schedule of Classes

The web-based schedule of classes shall be updated with the assigned instructor's name as soon as possible after adjunct instructors accept their teaching assignments. For Adult Education classes, the subject and level(s) of each class will be included in the published schedule of classes. Enrollments and class rosters for all classes (including Adult Education) will be updated frequently in the web-based schedule of classes.

6.7 Class Cancellation/Reassignment Rights

Full-time faculty members may at times replace adjunct faculty members in accordance with the full-time faculty contract. Every time an Adjunct Bargaining Unit Member who is assigned a course is replaced as the instructor of that course by a full-time faculty instructor, the Dean/Director responsible for the area will notify the Union President within seven calendar days via email. The written notification will include: the name of the adjunct instructor, the course name, the course number, the section number, the name of the full-time instructor replacing the adjunct, and the reason why the adjunct needed to be replaced as the course instructor.

The College shall advise an Adjunct Faculty member as soon as possible if their assigned class is canceled or withdrawn. In the event that an assignment is canceled or withdrawn, a Bargaining Unit Member shall be entitled to claim an unassigned course that they are qualified to teach. If no unassigned course is available, the Bargaining Unit Member shall be entitled to claim the course of a non-bargaining unit Adjunct Faculty member that the affected adjunct is qualified to teach.

The College recognizes that classes assigned but then withdrawn from an Adjunct Faculty member may be classes for which the Adjunct Faculty member has prepared. Therefore, if within five (5) calendar days or fewer before the first day of the class an Adjunct Faculty member's class assignment is withdrawn, the College will pay a two hundred-dollar (\$200) stipend for the withdrawn class.

Bargaining Unit Members who have their class canceled after the first class meeting will be compensated for the class proportionately to the number of contact hours that the class has met during the semester, or compensation will be at a minimum of a two hundred-dollar (\$200) stipend.

When it is determined that two or more courses/sections need to be combined, the original courses/sections will be cancelled, and a new combined course/section will be created. The new course/section will be assigned in accordance with section 6.5.

6.8 "No Fault" involuntary Activity

An Adjunct Faculty member who has not received a requested teaching assignment; or who has been "bumped;" or whose teaching assignment has been canceled or withdrawn, and for whom no alternative teaching assignment is available shall continue to have rights under this Agreement. The non-teaching semester(s) shall not count towards a break in service or result in a loss of bargaining unit eligibility for a limited number of sequential semesters as defined in Section 6.1 according to the Adjunct's length of service.

6.9 Union Included in Trainings Related to Class Assignment

The Union will serve as subject matter experts on this contract and be invited to attend any formal training sessions provided to department chairs, secretaries, deans, and other appropriate

personnel for class assignments and scheduling based on seniority and credentials. The Union will also be invited to consult on any training materials intended for the same purpose.

Article Seven Adjunct Evaluations

7.1 Classroom Observation

7.1.1 Formal Classroom Observation

The Adjunct has a right to a regular, fair and consistent formal evaluation process. A formal classroom observation shall be used to evaluate an Adjunct's performance and effectiveness as an instructor. Formal classroom observations may be conducted by the Department Chairperson, a tenured faculty member, Dean, Director, coordinator, manager, or Vice President. Under no circumstances shall bargaining unit members evaluate each other. Individuals designated to perform formal classroom observations must receive training prior to conducting such observations. The Adjunct shall be notified in writing two weeks in advance of the intent to evaluate. Written notification may be made by email. Time and place shall be mutually agreed upon by the Adjunct and person conducting the observation.

For non-probationary adjuncts, classroom observations will be conducted annually, not to exceed one class per year. After four positive consecutive evaluations, the qualified evaluator may opt to reduce the frequency to one evaluation every other year. (Probationary adjunct observation protocol is outlined in section 7.3 of this contract.)

Classroom observations will be conducted annually. Each classroom observation will be a minimum of 50 minutes in duration. Online classes with synchronous sessions will be observed during one of their synchronous sessions like a regular classroom observation. For asynchronous online classes one module will be observed instead of one class session. For hybrid classes, the adjunct will choose whether to have one class session (in person or online) or one module observed.

Following the completion of the written observation, the Department Chairperson, tenured faculty member, Dean, Director, manager, coordinator, or Vice President shall meet with the Adjunct Faculty member to review the observation. Observation feedback shall be individualized.

The form in Appendix A will be used for formal classroom observations. The form used for classroom observations will continue to be the same as the form used by full-time faculty members. Modifications to this form shall be made to better suit instructional areas as mutually agreed upon by the College and Union. Copies of the completed classroom observation form will be provided to the observer, Adjunct Faculty member, Department Chair (Director as appropriate), and Dean.

DAEL classroom observation forms will comply with program needs and meet ICCB and DOE requirements.

In addition to the evaluations set forth above, the qualified evaluator may elect to conduct additional formal classroom observation evaluations of any Adjunct Faculty member as follow up to evident performance and/or conduct deficiencies. The intent of such observations shall be formative in nature and not to be used in any disciplinary action.

7.1.2 Informal Classroom Observation

Informal classroom observations may be conducted by the Department Chairperson, a tenured faculty member, Dean, Director, coordinator, or Vice President. Under no circumstances shall bargaining unit members evaluate each other. Individuals designated to perform informal classroom observations must receive training prior to conducting such observations. No more than two (2) informal classroom observations will be conducted per semester. No written notification is required for informal classroom observations.

Informal classroom observations may occur at any time during a semester. Each informal classroom observation will be no more than 15 minutes in duration. The form in Appendix A will not be used for informal classroom observations. Following the informal classroom observation, verbal feedback by the Qualified Evaluator will be given to the Adjunct at a confidential separate meeting of the evaluator and the adjunct. No record or notes of the informal classroom observation will be put into the Adjunct's personnel file.

7.2 Student Evaluations of Adjuncts

Student evaluations of Adjuncts shall be used for the Adjunct's insight into his/her assessment of performance and effectiveness as a teacher. Student evaluations will be conducted before the final exam for the course. All student evaluations (summary) will be kept as part of the official personnel file of the Adjunct. The Adjunct has the right to respond in writing to student evaluations, with the response included in the personnel file.

Student evaluations will be conducted online. For in person and hybrid classes, the Adjunct faculty member has the option to administer the evaluations during or outside of class time. If done during class time the Adjunct faculty member will not monitor student responses.

An electronic summary of the student evaluations will be made available for the Adjunct Faculty member to review after the final grades are turned in by the instructor.

Any changes to the student evaluation form must be agreed upon by the Union and the College. DAEL student evaluation forms will comply with program needs and meet ICCB and DOE requirements.

7.3 New Hire Probationary Period

Probation is a trial period employment for a new hire and the College. During this period the employment relationship is at-will.

Evaluations of probationary Adjunct Faculty will be conducted by qualified evaluators including Vice Presidents, Deans, Department Chairs, tenured Faculty, Directors, managers, and program and instructional coordinators. The qualified evaluators shall provide performance evaluation of the probationary employee's work during the probationary period.

Evaluation of probationary Adjunct Faculty will include classroom observations by qualified evaluators, student evaluations, student complaints, syllabus issues, and/or grading issues/submissions. Classroom observations will follow the same procedures (including notice, forms, and review) as those used for non-probationary adjuncts. Student evaluations of Adjuncts shall be used for the Adjunct's insight into his/her assessment of performance and effectiveness as a teacher and will only be used to generate discussion of possible performance issues.

By the end of the probationary period, the qualified evaluator shall provide, in writing, an evaluation to the adjunct. It is understood that it is in the best interests of the Adjunct and the College that the sooner these written evaluations are returned, the sooner the adjunct will be able to complete successfully the remediation process. The adjunct will have the right to respond to such evaluations in writing and have the response placed in their personnel file.

The new hire probationary period is for two teaching semesters (one or more summer sessions in the same year counts as one semester) in a two-calendar year period with an observation conducted each semester. At the end of these two semesters a decision will be made by the Qualified Evaluator on whether the probationary period has been successfully completed, needs to be extended for two additional semesters, or has been ended with the termination of employment.

If the College deems that an adjunct has remediable deficiencies as an instructor, their Qualified Evaluator will decide upon a written remediation plan which includes reasonably related corrective and rehabilitative endeavors for the Adjunct Faculty member and an extension of the probationary period to four semesters. During the review of this plan, the adjunct will have the right to Union representation, if he or she requests it. Any remediation plan must involve in-class observations by a Qualified Evaluator as defined above. At the end of the probationary period, a decision by the Qualified Evaluator on whether to continue the adjunct's employment shall be made.

7.4 Credentials

The College will define the credentials necessary to teach in every discipline. Adjuncts' credentials and certifications will be evaluated by the College on an "as needed basis". Adjunct Faculty will be kept informed of pending changes in credential requirements. When credentials change, the Adjunct Faculty member must acquire their credentials in accordance with established deadlines. Adjunct Faculty members shall keep their official transcripts/ certifications/ licenses current. Should the College misplace the Adjunct Faculty member's credentials/ transcripts, the College will incur the cost of replacing such documents including any costs incurred by the Adjunct Faculty member in acquiring the replacement transcript/ credentials.

Article Eight Fringe Benefits

8.1 Tuition Waiver

The Adjunct Faculty member, spouse, and/or eligible dependent shall be entitled to enroll in two credit courses, up to five (5) credit hours per course, per semester. This benefit does not include a waiver for course fees or books which will be paid by the employee. This tuition waiver is in addition to benefits obtained from Section 8.3, Section 8.4, and Section 5.13. This waiver is in addition to benefits obtained from development training provide by the college (such as Adjunct Faculty seminars or workshops) and to benefits obtained from training provided by the Learning Technologies Advisory Committee (such as Microsoft Office training). This benefit is available to any Adjunct Faculty member in good standing with the College, regardless of teaching assignment in any given semester.

8.2 Paid Leave

At the beginning of any semester (including summer) that an adjunct instructor qualifies as a bargaining unit member, the bargaining unit member will earn one contact hour of paid leave for every contact hour for which the adjunct is compensated in that semester. "Paid Leave Hours" will be earned and available at the beginning of the semester.

Unused paid leave hours will not be paid out at the end of the contract year or when the bargaining unit member retires or no longer teaches at Joliet Junior College. No bargaining unit member will accumulate more than sixty (60) hours at any time. Paid leave hours will be zeroed only if the bargaining unit member does not teach any course for four (4) consecutive fall/spring semesters.

Whenever a bargaining unit member is absent from his/her class(es) and they request paid leave, the number of minutes the bargaining unit member is absent will be divided by fifty (50) and will be rounded up or down to the nearest number of hours. This number of hours will be subtracted from the available number of "Paid Leave Hours". These "Paid Leave Hours" may be used for medical or personal purposes.

Requests for planned Paid Leave must be submitted in advance (minimum of 72 hours) to the adjunct's supervisor. No more than three (3) planned Paid Leave days can be taken in an academic year. An academic year is defined as the time period between the first day of Personal and Professional Development Week in the Fall semester through the Spring semester and summer sessions until the last day of all of the summer sessions as designated by the academic calendar.

When an adjunct faculty member misses three or more consecutive days of work, a doctor's note is required to return to work. Disciplinary action may be taken if a bargaining unit member takes leave in an unusual or excessive pattern (for example, on their first work day of the week for several weeks in the semester).

8.3 Tuition and Fee Waiver for HPR 101 Courses

Adjunct faculty members (not spouses or children) will be granted waivers for tuition and fee charges to take HPR 101 courses. This waiver applies only during the time the adjunct faculty member is engaged in part-time employment with the College. Should the adjunct faculty member resign or employment be otherwise terminated, the Adjunct faculty member will be permitted to finish the course in which he/she is enrolled to the semester's conclusion. Adjunct faculty members who teach during the academic year, but not during the summer months may utilize this waiver for the summer sessions. An "HPR 101 Course Waiver" must be completed and signed by the director of Human Resources at the time of enrollment in an HPR 101 course.

Article Nine Compensation

9.1 Substitute Compensation

Substitute pay for bargaining unit members shall be compensated at the rate set by the College, but shall not be less than the rate paid to the full-time faculty.

The following method shall be used to calculate substitution pay: Calculate the scheduled number of minutes for the class session without subtracting for any breaks. Divide this total number by 50 minutes (contact hour). Multiply the resulting number of contact hours by the rate of substitute pay for the full-time faculty. For example, if a class meets for 179 minutes, 179 minutes should be divided by 50 minutes. This results in 3.58 contact hours being calculated. If the substitute pay is \$31 per contact hour, \$110.98 will be the substitution compensation.

9.2 Training Compensation

Adjunct Faculty shall be paid for orientation at the rate of \$ 25 per clock hour of attendance session, if attendance is mandatory. Adjunct Faculty shall be paid at the rate of \$35 per clock hour for any mandatory training either in the class room or on- line (for example, on line state mandated ethics training or on-line "Harassment Prevention" training).

For training done in Safe Colleges (or other similar system chosen by the College), compensation will be paid three times per year as follows:

- Compensation for training completed in January through April will be paid in May.
- Compensation for training completed in May through August will be paid in September.
- Compensation for training completed in September through December will be paid in January.

9.3 Large Lecture Enrollment and Over Enrollment Compensation

An Adjunct Faculty member assigned to a large lecture instruction course shall be given additional compensation using the following contact hour calculation. Large lecture instruction

is defined as those classes for which the established maximum number of students is forty (40) or more and the number of registered students on the first day of class for the term or session is forty (40) or more. Large lecture instruction is also defined as those classes where the lecture of two or more sections are combined together and the number of registered students on the first day of class for the combined sections for the term or session is forty (40) or more. Instructors are to be compensated at one and one-half (1.5) contact hours for each lecture contact 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 to the class.

An Adjunct Faculty member assigned to over enrollment courses shall be given additional compensation for the planning and preparation of instructional materials and the coordination of discussion and laboratory co-requisite sections. Over enrollment courses are defined as those courses that have the number of registered students that exceed the established maximum number of students. Adjunct Faculty who are assigned to teach classes with students that exceed the established maximum number of students shall be paid over-enrollment pay of \$40 per student. All extra compensation for overenrolled courses shall be calculated based upon actual documented enrollments as of the midterm of the course. Over-enrollment pay shall be paid to adjuncts during the semester in which it has been earned, documented, and approved.

9.4 Online Course Development Compensation

Compensation for the development of online and hybrid courses, at the request of the College, will be at the rate set by the College, but shall not be less than the rate paid to the full-time faculty.

9.5 Non-Online Course Development Compensation

Compensation for the development of non-online courses at the request of the College will be at the rate set by the College.

9.6 Independent Study Compensation

When teaching an independent study, Adjunct faculty shall be compensated at the same rate per credit hour per semester as the full-time faculty. The maximum number of student credit hours per semester will remain at twenty (20) for the length of this agreement. If four or more students need to register for an independent study, a separate contract may be negotiated between the faculty member, the Dean, and the VPAA.

9.7 Compensation for Other Academic Assignments

The following credit hours should be assigned on Adjunct Faculty load sheets for all individual Adjunct Faculty involved in these activities.

Assignment

Director of Bands

Director of Choirs/Ensemble

Directing a Play

Accompanist

Choreographer

Producer

Livestock Judging

Forensics*

Equivalent

3 credits for fall and 3 credits for spring

3 credits for fall and 3 credits for spring

3 credits per play

1 credit

1 credit

½ credit per play

3 credits for fall and 3 credits for spring

3 credits for fall and 3 credits for spring*

Occupational Coaches*

-Culinary

-Vocational

-Ag/Hort; Vet-Tech

1 credit per student competition with a 3-credit limit for fall and a 3-credit limit for spring semesters*

(unless course equivalent credit is given)

Compensation for Adjunct Faculty serving as CTE coordinators will be the same number of contact hours as full-time faculty serving in a comparable position.

Compensation for Adjunct Faculty serving as Club Sponsors will be the same amount as full-time faculty serving in the same position.

Adjunct faculty who perform any academic extra pay assignment and/or student activities assignment will be paid at the same rate (contact hours or amounts) as full-time faculty in the same position.

9.8 Adjunct Compensation Schedules**Fall 2021 to Summer 2022**

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$933
2	3-4 semesters	\$956
3	5-8 semesters	\$980
4	9-12 semesters	\$1005
5	13-16 semesters	\$1030
6	17-21 semesters	\$1056
7	22 or more semesters	\$1082

PhD

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$980
2	3-4 semesters	\$1005
3	5-8 semesters	\$1030
4	9-12 semesters	\$1056
5	13-16 semesters	\$1082
6	17-21 semesters	\$1109
7	22 or more semesters	\$1137

Fall 2022 to Summer 2023

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$956
2	3-4 semesters	\$980
3	5-8 semesters	\$1005
4	9-12 semesters	\$1030
5	13-16 semesters	\$1056
6	17-21 semesters	\$1082
7	22 or more semesters	\$1109

PhD

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$1005
2	3-4 semesters	\$1030
3	5-8 semesters	\$1056
4	9-12 semesters	\$1082
5	13-16 semesters	\$1109
6	17-21 semesters	\$1137
7	22 or more semesters	\$1165

Fall 2023 to Summer 2024

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$980
2	3-4 semesters	\$1005
3	5-8 semesters	\$1030
4	9-12 semesters	\$1056
5	13-16 semesters	\$1082
6	17-21 semesters	\$1109
7	22 or more semesters	\$1137

PhD

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$1030
2	3-4 semesters	\$1056
3	5-8 semesters	\$1082
4	9-12 semesters	\$1109
5	13-16 semesters	\$1137
6	17-21 semesters	\$1165
7	22 or more semesters	\$1194

Fall 2024 to Summer 2025

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$1005
2	3-4 semesters	\$1030
3	5-8 semesters	\$1056
4	9-12 semesters	\$1082
5	13-16 semesters	\$1109
6	17-21 semesters	\$1137
7	22 or more semesters	\$1165

PhD

Step	Total Semesters	Rate Per Contact Hour
1	1-2 semesters	\$1056
2	3-4 semesters	\$1082
3	5-8 semesters	\$1109
4	9-12 semesters	\$1137
5	13-16 semesters	\$1165
6	17-21 semesters	\$1194
7	22 or more semesters	\$1224

The above schedules are established using a 2.5% increase per step (each step is 1.025 times the previous step). Step 1 on the PhD schedule is set at the amount for Step 3 on the standard schedule, and is followed by 2.5% increases for each step.

- a) The total “contact hours” for bargaining unit members teaching a credit course is defined as the sum of lecture and lab hours taught, as listed in the college catalog.
- b) The total “contact hours” for bargaining unit members teaching a course in the Department of Adult Education and Literacy is defined as the hours listed in the College’s Class Schedule.
- c) Bargaining unit members teaching Clinical Nursing classes shall be compensated at the hourly rate of \$60 for 2021-22, \$61 for 2022-23, \$63 for 2023-24, and \$64 for 2024-25.
- d) Any bargaining unit members whose compensation rate in the 2017 academic year exceeds the appropriate step compensation rate of the above Compensation Schedules shall be frozen at their current rate until their compensation rate is less than the compensation rate determined by the above compensation schedules at which time they are placed in the above compensation schedules.
- e) Bargaining Unit Members start at **Pay Step 1** when they start teaching their first (1) semester at the college.
Bargaining Unit Members move to **Pay Step 2** when they start teaching their third (3) semester at the college.
Bargaining Unit Members move to **Pay Step 3** when they start teaching their fifth (5) semester at the college.
Bargaining Unit Members move to **Pay Step 4** when they start teaching their ninth (9) semester at the college.
Bargaining Unit Members move to **Pay Step 5** when they start teaching their thirteenth (13) semester at the college.

Bargaining Unit Members move to **Pay Step 6** when they start teaching their seventeenth (17) semester at the college.

Bargaining Unit Members move to **Pay Step 7** when they start teaching their twenty-second (22) semester at the college.

- f) Doctoral Degree Adjuncts who are being paid at the maximum pay step when this contract is signed by the JJC Board of Trustees and representatives of the Adjunct Union (February 21, 2017) will be paid at the maximum pay step for Doctoral Degree Adjuncts in the above Compensation Schedules. Adjuncts in this category shall not have their salary level reduced.

Adjuncts with a doctoral degree from an accredited institution who have started teaching at the College before this contract is signed by the JJC Board of Trustees and representatives of the Adjunct Union (February 21, 2017) will be paid at the maximum pay step for Doctoral Degree Adjuncts in the above Compensation Schedules when they start teaching their fourth (4) semester at the college. Adjuncts in this category shall not have their salary level reduced.

Adjuncts teaching at the College who have not received their doctoral degree from an accredited institution before this contract is signed by the JJC Board of Trustees and representatives of the Adjunct Union (February 21, 2017) will be paid by the above appropriate Compensation schedules. Adjuncts in this category shall not have their salary level reduced.

Adjuncts with a doctoral degree from an accredited institution that are new hires after this contract is signed by the JJC Board of Trustees and representatives of the Adjunct Union (February 21, 2017) will be paid at the appropriate pay step for Doctoral Degree Adjuncts in the above Compensation Schedules.

Article Ten Adjunct Faculty Responsibilities

Adjunct faculty members shall meet each class at the scheduled time and place as set forth by the Department Chair or Director, Dean, and the Registrar. Adjunct faculty members are responsible for seeing that each course has the full number of class meetings required and satisfies the contact hour requirement for that course. Adjunct faculty members shall notify the Department Chair or Director by telephone or in writing (which includes e-mail and fax) if unable to teach a class. Notification must be made as early as possible before the class meeting time so a substitute can be found, if possible, or students can be notified of class cancellation.

Adjunct faculty members shall adhere to College policies as communicated to bargaining unit members by the College annually.

An adjunct faculty member shall abide by each of the following policies for each teaching assignment:

College policy regarding class attendance, student projects and student assignments.

A course syllabus prepared by the adjunct faculty member and approved by the Department Chair must be on file with the Chair for each teaching assignment each semester. An adjunct faculty member must submit a course syllabus to the Chair for approval in a format and by a date to be determined by the Chair. The adjunct faculty member will make every effort to follow the syllabus within constraints of the semester.

The adjunct faculty member shall provide a syllabus to students no later than the first day of class.

Adjunct faculty have a responsibility to follow the course description and course outline as provided in the College catalog and by the department, and to prepare and deliver course instruction through either traditional or online methods. Adjunct faculty have a responsibility to understand the current student population to be served and develop teaching methods that meet the educational needs of students.

Adjunct faculty have a responsibility to design and implement a method or methods of assessing and/or evaluating student achievements. Adjunct faculty choosing to participate in department-wide assessments retain flexibility in how those assessments are used in their course, unless mandated by external entities (such as accreditation and regulatory bodies, grant requirements). In the spirit of shared governance, adjunct faculty will be invited to participate in the development of department assessment plans.

Adjunct faculty members are responsible for submitting 10th day electronic attendance reports, mid-term verification reports, and final course grades. Final grades for each student must be submitted electronically to the Registrar before the published deadline.

Adjunct faculty members will utilize the early alert system to assist with student retention efforts.

At the conclusion of each course, a copy of the grade book must be submitted to the department chairperson.

Non-probationary adjunct faculty members can be subject to progressive discipline as outlined in Article 5.6 for just cause if not fulfilling their responsibilities.

Article Eleven SURS Impact

The College may deny an Adjunct Faculty member with more than 10 years of SURS eligible service credit years any increases 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. Exemptions from the 6% rule as provided by law will be applied, including earnings increases resulting from overtime and earnings attributable to standard employment promotions resulting in increased responsibility and workload.

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 possible courses of action to respond to the legislative or regulatory changes.

Article Twelve Savings and Effect

If any provision of this Agreement shall, at any time, be declared contrary to law or mandatory regulations as a result of a state, administrative, judicial, or legislative action, then such provision will become immediately non-applicable. Should this occur, all other provisions of this Agreement shall remain in full force for the duration of the Agreement. Upon the application of this clause, the parties should meet to discuss legal provisions within the original intent. The Board and the Union hereby understand and agree this agreement embodies the complete and final understanding reached by the Parties as to wages, hours, and terms and conditions of employment for employees covered by this Agreement. This agreement may be supplemented or amended during its term solely upon the written and mutual agreement of the College and the Union.

Article Thirteen Term of Agreement

This agreement shall be in effect upon its adoption by both parties and shall remain in full force and effect, until the 11th day of August 2025.

**Memorandum of Understanding
between Joliet Junior College and Joliet United Adjuncts Coalition (JUAC)
Drug and Alcohol Testing for Clearly Articulable Basis Procedure 2.16.01.01**

Joliet Junior College and the Union recognize that the use and abuse of drugs and alcohol can seriously impair an employee's ability to perform safely and efficiently his or her duties. Therefore, Joliet Junior College has established a Drug and Alcohol Testing for Clearly Articulable Basis procedure for union positions as part of their ongoing efforts to maintain a drug-free and alcohol-free work place.

Joliet Junior College and the Union agree that JUAC union employees will adhere to the policy and procedure submitted and agreed upon once approved by the BOT. The parties further agree that if the content of the policy changes the College will bargain in good faith with the Union over the impact of those changes.

**Memorandum of Understanding
between Joliet Junior College and Joliet United Adjuncts Coalition (JUAC)
Mentorship Program for new Adjunct Faculty**

The College and the Union will work together to develop a program in which more experienced adjuncts will serve as mentors for new adjuncts. The development and implementation of this mentorship program, including appropriate compensation, will be coordinated by the VPAA and the Union President.

**Memorandum of Understanding
between Joliet Junior College and the Joliet United Adjuncts Coalition (JUAC)
Dual Credit Liaison Positions**

Joliet Junior College (“College”) and the Joliet United Adjunct Coalition (“JUAC”) recognize that there may be times when a Dual Credit Liaison position is not filled by a full-time faculty member. In this situation, it is agreed that adjuncts in the affected department may be invited to apply and be assigned to this position, with the following conditions:

- 1) All adjuncts in the affected department will be notified by email of the opportunity and invited to apply. The application process, job description and qualifications should be clearly explained in the email notice.
- 2) The assignment will be based on seniority as follows: If seniority level 4 adjuncts apply then one of them will be assigned. If there are no level 4 applicants, then level 3 adjuncts will be considered and assigned next, and so on through the four seniority levels as needed.
- 3) If an adjunct is assigned to the position and completes the required training or orientation needed, then that adjunct will retain the assignment for the full academic year (fall, spring, summer). If unforeseen circumstances force a change mid-year then the applications process would begin again to fill the position for the remainder of the year.
- 4) Compensation will be the same number of contact hours as the full-time faculty members in the same positions. If the number of contact hours for full-time faculty changes, then the amount for adjuncts will change accordingly. These contact hours will be part of the adjunct’s contact hour load which is currently subject to a limit of 12 total contact hours per semester.
- 5) If there are both full-time faculty and adjunct faculty assigned as Dual Credit Liaisons in a department, and if the case load is not divided equally, then the adjunct faculty member will be assigned to the smaller case load.
- 6) In no case will an adjunct be assigned to more than 15 dual credit teachers.

This Memorandum of Understanding will be effective starting with the Fall 2021 semester.

Memorandum of Understanding
between Joliet Junior College and the Joliet United Adjuncts Coalition (JUAC)
Variable Pay Under Special Circumstances

Joliet Junior College (“College”) recognizes that a department may wish to run an additional section of a credit course that is part of an existing program in a different time slot, at a different location, or under other special circumstances, to better serve student needs and expand the reach of the course and/or program. In this case, the department may request that this additional section be allowed to run with low enrollment if the adjunct faculty member agrees to teach this section at a non-standard rate of pay. In these specific cases, the rate of pay for this additional section of the course would be determined through negotiation between the adjunct faculty member and the Dean, but would not be less than 50% of the adjunct faculty member’s regular contact load for the class. If no agreement can be reached, the adjunct faculty member cannot be compelled to teach this section and the College will not be required to allow this section to run.

It is also agreed that if the enrollment in this section at the 10th day attendance point has increased to a level where the class would not have been cancelled, then the adjunct faculty member will receive full contact load for teaching this class.

**Memorandum of Understanding
between Joliet Junior College and the Joliet United Adjuncts Coalition (JUAC)
Faculty Advisors in Adult Education**

The College and the Union agree to meet to discuss the possible benefits and feasibility of establishing faculty advisor positions in the Department of Adult Education.

**Memorandum of Understanding
Between Joliet Junior College and the Joliet United Adjuncts Coalition (JUAC)
Implementation of the 2021-2025 Contract**

The College and the Union agree that the salaries (contact hour and clinical nursing rates) agreed upon for the 2021-22 year will be paid retroactively to the beginning of the Fall, 2021 semester.

It is further agreed that other changes in compensation will not be retroactive but will take effect with the Summer 2022 session. This includes tuition waivers, union release compensation, pay for committee meetings, compensation for class assignments that are withdrawn, and any other compensation other than salaries.

All other provisions of the contract take effect upon approval by the Board of Trustees.

Appendix A Classroom Observation Form

Instructor: _____ Date: _____

Course: _____ Section: _____ # of Students Present: _____

Evaluator: _____

Instructions:

For each statement, rate the performance as “Agree”, “Disagree” or “Not Applicable” by placing a check in the appropriate box to the right.

Course Content, Objectives and Structure

Statement	Agree	Disagree	N/A
Stated the purpose of this class session.			
Made explicit the relationship between today's and the previous sessions.			
Arranged and discussed the content in a systematic and organized fashion based on the course objectives stated in the syllabus.			
Appropriate use of curricular materials.			
Used in a variety of teaching methods.			
Integration of theory with practice.			
Encouraged critical thinking.			

Comments:

Presentation Style

Statement	Agree	Disagree	N/A
Voice could be easily heard.			
Speech was neither too formal nor too casual.			
Speech fillers were not distracting.			
Rate of speech was neither too fast nor too slow.			
Established eye contact with group.			
Used language appropriate to group.			
Used instructional aids to facilitate important points.			
Session was interactive.			
Demonstrated enthusiasm for subject matter.			

Comments:

Instructor's Teaching Methods

Statement	Agree	Disagree	N/A
Asked pertinent questions periodically to determine whether too much or too little information was being presented.			
Presented appropriate examples to clarify difficult ideas.			
Explicitly stated relationships among various ideas in the session.			
Maintained interest and attention of students.			
Summarized the main ideas in the session.			
Solved or otherwise dealt with any problems raised during the class.			
Restated what students were expected to gain from the session.			
Used class time appropriately.			
Responds appropriately to student's questions.			

Comments:

Professionalism

Statement	Agree	Disagree	N/A
Demonstrated command of subject matter.			
Modeled professional and ethical behavior.			
Demonstrated good rapport with students.			

Comments:

CLASSROOM OBSERVATION SUMMARY

Strengths:

Opportunities for Improvement:

Observer: _____

Date: _____

Instructor: _____

Date: _____

The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor has read this form.

Comments of Instructor:

_____ Copy to Faculty Member

_____ Copy to Chair

**APPENDIX B: FALL/SPRING TEACHING ASSIGNMENT JOLIET JUNIOR COLLEGE
APPLICATION FOR ADJUNCT TEACHING ASSIGNMENT**

☐ Fall 20____ ☐ Spring 20____

Name _____

Address _____

City _____ State ____ Zip _____

Phone (home) _____

Phone (cell) _____

Phone (work) _____

E-mail (JJC/Alternate) _____

Seniority Level
(based on semesters you
have been teaching at JJC)

- ☐ Level 4 (22 or more)
- ☐ Level 3 (13-21)
- ☐ Level 2 (5-12)
- ☐ Level 1 (1-4)

I would like to teach courses totaling at least contact hours.

I will be available and prefer an assignment during:

- | | | | | | | |
|---|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> morning | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> R | <input type="checkbox"/> F | <input type="checkbox"/> SA |
| <input type="checkbox"/> afternoon | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> R | <input type="checkbox"/> F | <input type="checkbox"/> SA |
| <input type="checkbox"/> evening (after 4:00pm) | <input type="checkbox"/> M | <input type="checkbox"/> T | <input type="checkbox"/> W | <input type="checkbox"/> R | <input type="checkbox"/> F | <input type="checkbox"/> SA |

Preferred Modality
rank in order of
preference

- ☐ Face-to-Face
- ☐ Online
- ☐ Hybrid

I would prefer (if choosing more than one, rank in order of preference)

- | | |
|---|---|
| <input type="checkbox"/> Main Campus | <input type="checkbox"/> Romeoville Campus |
| <input type="checkbox"/> Frankfort Education Center | <input type="checkbox"/> Morris Education Center |
| <input type="checkbox"/> City Center Campus | <input type="checkbox"/> Weitendorf Agricultural Education Center |
| <input type="checkbox"/> Braidwood (Reed-Custer HS) | Other <input type="text"/> |

I am qualified and would be willing to teach the following courses (in order of preference)

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 4. <input type="text"/> |
| 2. <input type="text"/> | 5. <input type="text"/> |
| 3. <input type="text"/> | 6. <input type="text"/> |

Please submit this form to your Department Chair or Manager, cc your Department Secretary.

For Spring assignments: on or before **October 1st** in the previous Fall semester.

For Fall assignments: on or before of **February 1st** in the previous Spring semester.

Other comments:

**APPENDIX C: SUMMER TEACHING ASSIGNMENT JOLIET JUNIOR COLLEGE
APPLICATION FOR ADJUNCT TEACHING ASSIGNMENT**

☐ Summer 20 ____

Name _____
 Address _____
 City _____ State ____ Zip ____
 Phone (home) _____
 Phone (cell) _____
 Phone (work) _____
 E-mail (JJC/Alternate) _____

Seniority Level
 (based on semesters you
 have been teaching at JJC)

- ☐ Level 4 (22 or more)
☐ Level 3 (13-21)
☐ Level 2 (5-12)
☐ Level 1 (1-4)

I would like to teach courses totaling at least contact hours.

I will be available and prefer an assignment during:

<input type="checkbox"/> Morning	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> R	<input type="checkbox"/> F	<input type="checkbox"/> SA
<input type="checkbox"/> Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Evng (after 4pm)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Modality
 rank in order of preference

- ☐ Face-to-Face
☐ Online
☐ Hybrid

- ☐ Sum I: 1st 6-wks
☐ Sum II: 2nd 6-wks
☐ Sum III: 8-wks
☐ Sum IV: 12-wks
☐ Sum V: 4-wks

I would prefer (if choosing more than one, rank in order of preference)

<input type="checkbox"/> Main Campus	<input type="checkbox"/> Romeoville Campus
<input type="checkbox"/> Frankfort Education Center	<input type="checkbox"/> Morris Education Center
<input type="checkbox"/> City Center Campus	<input type="checkbox"/> Weitendorf Agricultural Education Center
<input type="checkbox"/> Braidwood (Reed-Custer HS)	Other <input type="text"/>

I am qualified and would be willing to teach the following courses (in order of preference)

- | | |
|-------------------------|-------------------------|
| 1. <input type="text"/> | 4. <input type="text"/> |
| 2. <input type="text"/> | 5. <input type="text"/> |
| 3. <input type="text"/> | 6. <input type="text"/> |

Please submit this form to your Department Chair or Manager, cc your Department Secretary.

For Summer assignments: on or before **February 1st** in the previous Spring semester.

Other comments (including requests for other sessions not listed above):

**CONTRACTUAL AGREEMENT BETWEEN
ILLINOIS COMMUNITY COLLEGE DISTRICT 525
JOLIET JUNIOR COLLEGE
AND THE
JOLIET UNITED ADJUNCTS COALITION**

August 15, 2021 – August 11, 2025

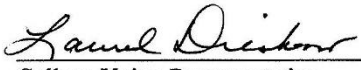
This agreement made and entered into this 13th day of April, 2022.

This agreement shall be in effect upon its adoption by both parties and shall remain in full force and effect, until 11:50 p.m. on the 11th day of August 2025.

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


Chairman, Board of Trustees

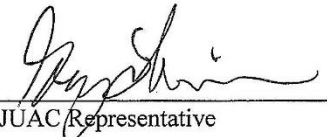
Joliet Junior College
Joliet United Adjuncts Coalition
IEA-NEA


College Union Representative

ATTEST:


Secretary

4-13-2022
Date


JUAC Representative

4-13-2022
Date