



Adjunct Faculty Compensation Information for 2009-2010

The following information outlines many of the basic components of adjunct faculty compensation at Illinois Central College. If you have questions regarding any of the information presented here, or about your pay, please contact your Dean/Associate Dean or a member of the Human Resources Department.

Effective August 1, 2009:

1. The adjunct entry (minimum) rate is **\$515** per ECH (increased from \$500 per ECH).
2. All current adjuncts will receive a one-time \$15 per ECH increase effective 8/1/2009.
3. The adjunct maximum ECH rate is **\$715** per ECH (increased from \$700 per ECH).
4. New adjunct faculty who successfully complete 3 trial period semesters (terms) **and** the voluntary new adjunct faculty orientation/enculturation checklist requirements will earn a one-time \$25 per ECH added to his/her base ECH rate at the start of the next full semester (Fall, Spring, or Summer). Adjuncts that elect to only complete the 3 trial semesters are not eligible for the \$25 increase.
5. Current adjuncts who have taught 3 terms or more are eligible to complete the faculty Blueprint for Success Pilot program and earn a one-time \$25 per ECH added to his/her base ECH. This would apply as of the start of the next full semester (Fall, Spring or Summer) if completed by the end of the Fall 2010 Semester or at the end of three semesters being taught. Completed applications should be submitted by adjunct faculty member to their appropriate Dean/Associate Dean for approval.
6. Adjuncts hired after August 1, 2007, who possess a documented master's degree or higher at the time of hire, will receive an additional one-time \$15/ECH increase. An adjunct who earns a master's degree after the time of hire will receive a one-time \$15/ECH increase. The increase is effective at the start of the next full semester after official transcripts are received in the Human Resources Office. Official transcripts are defined as sealed in the respective accredited college or university envelope. Copies, or transcripts unsealed and marked "issued to student", are not acceptable. "One-time increase" means, for example, an adjunct who receives the \$15/ECH for possessing a documented master's degree at the time of hire cannot earn an additional \$15 for attaining a Ph.D. or another master's degree after hire.
7. Adjuncts who teach 9 or more ECH per semester will receive a lump sum stipend of \$250. The ECH Stipend payment schedule is: Fall term in December pay, Spring term in May pay and Summer term in July pay.
8. Lead Adjuncts earn a \$500 Lead Adjunct Stipend per semester for each Fall or Spring semester assigned as Lead by the respective Dean/Associate Dean. The \$500 is paid in equal installments over the 5 months of the semester, or \$100 per month.
9. The ECH rate for full time **staff** members who also work as adjuncts will be paid \$670 per ECH (increased from \$655 per ECH).
10. The ECH rate for full time **staff** members who retire from their full-time position but continue to work as adjuncts will be paid \$670 per ECH.
11. Retirees who were formerly full time ICC faculty will be paid \$715 per ECH (increased from \$700 per ECH).

Additional Adjunct Benefits for 2009-2010

Tuition Reimbursement:

Adjunct faculty are eligible for a \$150/credit hour tuition reimbursement program for courses taken elsewhere with prior approval following these requirements.

1. Eligible adjunct faculty have completed at least 3 successful semesters of teaching at ICC as documented by classroom observations.
2. The course to be taken directly relates to their teaching.
3. Taking the course fulfills part of their Professional Learning Plan and has been approved by the Dean/Associate Dean and Human Resources prior to taking the course.
4. Only grades of "A" or "B" are reimbursed once the grade report is provided to Human Resources.
5. One course per year per adjunct faculty member should be approved due to the limited total funds available of \$2500.

Tuition Waivers:

Adjunct faculty are eligible for 1 tuition-free credit class (not to exceed 5 credit hours) for each term taught for themselves or their dependent. Tuition waivers may be applied during the same term class is being taught or taken within one calendar year of the semester when the teaching occurred. The dependent benefit is available after the completion of 3 successful terms of instruction.

Guidelines:

1. Tuition waivers may be used a maximum of two times for the same course.
2. Only credit classes which receive a letter grade are eligible for tuition waiver.
3. Tuition waivers do not cover fees, non-credit courses or audit registrations.
4. Tuition waiver request form available on ICCNET under Human Resources, Employment Resources & Information or in the Student Service Center or Human Resources.

Dependents:

Unemancipated children and spouses who enroll in credit courses are eligible. The dependent child must be enrolled full-time at ICC or another educational institution. This benefit is intended to cover unmarried children of eligible employees and retirees who:

- a. Are minors and domiciled with the employee
- b. Are minor stepchildren and domiciled with the employee
- c. Are minors and domiciled with the employee's ex-spouse
- d. Are not minors, but dependent and domiciled with the employee for support
- e. Under age 19 (or under age 25 if full-time student and primarily dependent upon the employee for support).

ILLINOIS CENTRAL COLLEGE NEW FACULTY ORIENTATION & ENCULTURATION CHECKLIST

(Faculty hired on or after August 1, 2008)

Name:

Department:

First Academic Term:

Date Completed	NEW FACULTY TASKS FOR FULL-TIME AND ADJUNCT FACULTY	Suggested Task Timeline
INITIAL "GETTING STARTED" TASKS		
	Complete Human Resources Paperwork	First visit to campus
	Attend the HR New Personnel Orientation (suggested)	Selected Monday AMs
	Meet with Associate Dean/Dean and Teaching/Program Chair	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"><i>Use this list as a guide for success at ICC.</i></div> 3 days to 4 weeks from completing HR paperwork (should be completed before classes begin)
	Secure Office Location Assignment	
	Receive Office Phone Number and Voice Mail	
	Learn assigned Network, Email and PeopleSoft Account #'s and stop in the Teaching and Learning Center (240A) for assistance	
	Secure Parking Tag for assigned campus location	
	Learn of Mentor Assignment and meet	
	Receive Teaching Assignment from Associate Dean/Dean	
	Locate your assigned classrooms	
	Obtain and review Course Syllabi from Associate Dean/Dean or Teaching Chair	
	Obtain and review Course Textbook(s)	
	Begin Professional Learning Plan Documentation (Goals)	
FIRST YEAR ORIENTATION and ENCULTURATION		
	Participate in Celebration of Learning Orientation Session, Department Meeting and Breakout Sessions (August week or January Thursday before classes begin)	Week before classes begin each term (refer to schedule)
	Receive and review New Personnel Resources Binder and the ICC Faculty Handbook	
	Obtain and review Departmental Course Handbook/Policies	
	Complete alternative Course Delivery Training (Online, Smart Classroom, Distance Learning-DL) as required for class schedule	If assigned an alternate form of course delivery
	Complete Department-Specific Orientation Session/s	Week prior to start of term
	Meet initially with Assigned Mentor (as needed, suggestion of at least twice during first 2 semesters)	During Orientation or within first 4-weeks
	Complete Second Mentor Meeting (1 st Semester)	Second 8-weeks
	Complete Third Mentor Meeting (2 nd Semester)	First 8-weeks (2 nd Sem.)
	Complete Fourth Mentor Meeting (2 nd Semester)	Second 8-weeks (2 nd Sem.)
	Complete ICC Employee Compliance Training: Prevention of Sexual Harassment	First semester
	Participate in the True Blue Attitude Campaign	Fall semester, 2009
	Complete a Campus Tour (informal with mentor or group)	First semester
	Plan for and administer a Classroom Assessment Strategy	First 8-weeks and ongoing
	First Experience - Classroom Observation	First 8-12 weeks
	Second Experience - Classroom Observation (for FT only)	Second 8-weeks
	Participate in scheduled New Full-Time Faculty sessions (FT)	4/Fall & 4/Spring (FT only)
	Conduct Student Assessment of Faculty (through college IR)	Second 8-weeks
	Complete Faculty Self-Assessment (end of semester for adjuncts; December for full-time)	Second 8-weeks
	Analyze Results of Classroom Assessment Strategy/ies and Student Assessment of Faculty for planning next semester	Post-semester; prior to 2nd semester

PROFESSIONAL LEARNING PLAN PROGRESS of ENCULTURATION		
	Revise Professional Learning Plan in preparing for 2 nd and subsequent semesters	Post-semester; prior to next semester
	Participate in Celebration of Learning (Aug/Jan prior to semester) Sessions (minimum of Dept. Meeting and 1 session)	Week before classes begin each semester
Complete 1 Teaching and Learning SERIES Option		
	Let's Talk About Teaching Series (Teaching & Learning in the Community College using modules or Significant Learning book)	Complete at least 1 option from this SERIES Category (A series meets 3-4 times plus outside/online learning)
	Courage to Teach Series (study of Parker Palmer's book on teaching)	
	Blackboard Institute Series (online and web-supported learning)	
	Emerging Technologies Series (using new technology to engage students)	
	Other TLC Series yet to be announced	
Complete a Minimum of 1 TLC Session/Semester		
	Participate in Teaching and Learning Center/TLC sessions , as appropriate, throughout the academic year, other than the series listed above.	Complete a minimum of 1 session each semester
FINAL REQUIRED PORTFOLIO DOCUMENTATION		
	<p>Complete and evaluate the achievement of the Professional Learning Plan Goals with your Associate Dean/Dean and/or Teaching Chair using an electronic or notebook portfolio to provide evidence of the Getting Started and Orientation and Enculturation Tasks. The portfolio will be reviewed and approved by the Associate Dean/Dean before the Human Resources form will be completed for increase in compensation which would begin the following semester.</p> <p>Suggested artifacts to include are:</p> <ul style="list-style-type: none"> • Copy of your Professional Development Learning Plan (goals) • Updated course syllabus, policies, calendar • Copy of most recent classroom observation and meeting discussion • Copy of Self-Assessment • Certificates of completion for professional development series or course • Teaching and Learning Center transcripts • Professional development and learning opportunities completed • Completed CATs with summary of results and changes to be made to teaching and learning strategies • Student Assessment of Classroom Summary of Results and Reflection • Sample of revised lesson plans • Sample of revised assessments or evaluations • Reflective Journal or teaching and learning reflections • Conference Sessions attended with basic summaries • Student comments • Other 	Required for Additional Compensation Benefit to be Approved

Portfolio Working Sessions will be scheduled in the Teaching and Learning Center, TLC, 240A, throughout the year to help with the documentation and portfolio.

ILLINOIS CENTRAL COLLEGE CURRENT ADJUNCT FACULTY BLUEPRINT FOR SUCCESS PILOT

(For adjunct faculty that have completed their first three semesters successfully)

Name:

Department:

Academic Term and Year:

Date Completed	TASKS FOR ADJUNCT FACULTY	Suggested Timeline
EXPECTED – REQUIRED RESPONSIBILITIES		
	Meet with Associate Dean/Dean and/or Teaching/Program Chair regarding teaching schedule and intended Professional Learning Plan	Required
	Complete alternative Course Delivery Training (Online, Smart Classroom, Distance Learning-DL) as required for class schedule	Before semester begins
	Review and revise course syllabi, course calendar and classroom policies	Before semester begins
	Regularly check and use ICC e-mail (the established college communication vehicle)	Twice weekly at minimum
	Participate in Celebration of Learning Department Meeting and Breakout Sessions (August week or January Thursday before classes)	Minimum of annual attendance
	Complete Academic Warning, Midterm Attendance and Grades at times required	First 2 weeks, midterm, end of term
	Plan for and administer Classroom Assessment Techniques (CATs) such as self-assessments, pre-test/post-tests, muddiest point, one-minute essays, journaling, etc.)	Minimum of twice/semester
	Complete Faculty Self-Assessment	Annually
	Complete Classroom Observation and subsequent conference with Teaching Chair or Associate Dean/Dean	First 3 semesters, then once per 3 years
	Conduct Student Assessment of Faculty (through IR)	Second 8-weeks
	Participate in Fall 2009 True Blue Attitude Campaign, meetings, trainings and assigned surveys as required by the college	TBA
ELECTIVE SELECTIONS – COMPLETE 1 FROM EACH CATEGORY		
	Let's Talk About Teaching Series (Teaching & Learning in the Community College using modules or Significant Learning book)	Complete at least 1 option from this SERIES Category (A series meets 3-4 times plus outside/online learning)
	Courage to Teach Series (study of Parker Palmer's book on teaching)	
	Blackboard Institute Series (online and web-supported learning)	
	Emerging Technologies Series (using new technology to engage students)	
	Other TLC Series yet to be announced	
	Participation in a TLC, Departmental or Program In-service session	Complete at least 1 option from this LEARNING PROJECT Category
	Participation at State/Regional/National Teaching or Content Conference (Must be pre-approved; list conference and sessions.)	
	Complete a teaching and learning project as suggested and supervised by the Associate Dean/Dean or Teaching Chair	
	Complete an Illinois Online MVCR course or other outside agency course (Must be pre-approved; list course and content.)	
	Actively participate in a college-wide committee	Complete at least 1 option from this COLLEGE SERVICE Category (over)
	Actively participate in a Six Sigma, Blueprint Team or other team	
	Actively participate in a Diversity Study Circle, True Blue Attitude Campaign or other formally-structured college discussion study	
	Actively participate in recruitment activities, career fairs, assigned mentoring or other assigned college service work	

FINAL REQUIRED PORTFOLIO DOCUMENTATION

<p>Complete and evaluate the achievement of the Professional Learning Plan Goals with your Associate Dean/Dean and/or Teaching/Program Chair using an electronic or notebook portfolio to provide evidence of the Expected - Required Responsibilities and the Elective Tasks. The portfolio will be reviewed and approved by the Associate Dean/Dean before the Human Resources form will be completed for increase in compensation which would begin the following semester.</p> <p>Suggested artifacts to include are:</p> <ul style="list-style-type: none"> • Copy of your Professional Development Learning Plan (goals) • Updated course syllabus, policies, calendar • Copy of most recent classroom observation and meeting discussion • Copy of Self-Assessment • Certificates of completion for professional development series or course • Teaching and Learning Center transcripts • Professional development and learning opportunities completed • Completed CATs with summary of results and changes to be made to teaching and learning strategies • Student Assessment of Classroom Summary of Results and Reflection • Sample of revised lesson plans • Sample of revised assessments or evaluations • Committee or team and minutes or project completed • Reflective Journal or teaching and learning reflections • Conference Sessions attended with basic summaries • Student comments • Other 	<p>Required for Additional Compensation Benefit to be Approved</p>
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Additional Points of Clarification:

- It is the **Adjunct Faculty member's responsibility to maintain all documentation** (refer to above Portfolio Documentation) and to work with the Associate Dean/Dean and/or Teaching Chair to complete the intended Professional Learning Plan.
- Current adjunct faculty are able to use this compensation benefit program one time through the Fall of 2010 or at the end of teaching three semesters for this pilot program.
- Electives cannot be claimed if additional compensation is accepted through Lead Adjunct, Mini-Grant or other funding opportunities. Thus, if you also serve as a Lead Adjunct, you must complete electives that are not part of your Lead Adjunct duties. An instructional project funded through a Mini-Grant cannot also be claimed as an elective.
- Please make sure to seek approval from your Associate Dean/Dean for any coursework or outside conferences that you plan to attend to use towards this compensation benefit. *Please note that registration may not be funded by the college for outside conferences.*
- Portfolio Working Sessions will be scheduled in the Teaching and Learning Center, TLC, 240A, throughout the year to help with the documentation and portfolio compilation.