



## Adjunct Faculty Compensation Information for 2011-2012

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, 2011:**

1. The adjunct entry (minimum) rate is \$570 per ECH (increased from \$535 per ECH).
2. All current adjuncts will receive a one-time \$35 per ECH increase effective 8/1/2011.
3. The adjunct maximum ECH rate is \$770 per ECH (increased from \$735 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 \$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. This one time increase continues as part of the ECH rate in subsequent years.
5. Current adjuncts who have taught 3 terms or more are eligible to complete the faculty Blueprint for Success Pilot program and earn \$25 per ECH added to his/her ECH rate. This would apply as of the start of the next full semester (Spring) if completed by the end of the Fall 2011 Semester. Completed applications should be submitted by adjunct faculty member to their appropriate Dean/Associate Dean for approval. This one time increase continues as part of the ECH rate in subsequent years.
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 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 and Spring term in May 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 4 months of the semester, or \$125 per month beginning in September for Fall semester and February for Spring semester.
9. The ECH rate for full time staff members who also work as adjuncts will be paid \$725 per ECH (increased from \$690 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 \$725 per ECH (increased from \$690 per ECH).
11. Retirees who were formerly full time ICC faculty will be paid \$770 per ECH (increased from \$735 per ECH).

## **Additional Adjunct Benefits for 2011-2012**

### **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.

### **Dependents:**

The spouse of an adjunct faculty member, unmarried children under the age of 25 living with the adjunct faculty member, or children under the age of 25 who are not living with the adjunct faculty member, but who are defined by the IRS as dependent children of that adjunct faculty member who enroll in credit courses at the College, will be eligible for a tuition waiver beginning 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.

# ILLINOIS CENTRAL COLLEGE NEW FACULTY ORIENTATION & ENCULTURATION CHECKLIST

(Faculty hired on or after March 1, 2011)

Name:

Department:

First Academic Term:

Date Completed	NEW FACULTY TASKS FOR FULL-TIME AND ADJUNCT FACULTY	Suggested Task Timeline
<b>INITIAL "GETTING STARTED" TASKS</b>		
	Complete Human Resources Paperwork	First visit to campus
	Attend the HR New Personnel Orientation	Selected Mondays & TBA
	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> <p><b>3 days to 4 weeks from completing HR paperwork (should be completed before classes begin)</b></p>
	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), if needed	
	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 Master Course Syllabi from Associate Dean/Dean or Teaching Chair	
	Obtain and review Course Textbook(s)	
	Discuss Professional Learning Plan Documentation (Goals)	
<b>FIRST YEAR ORIENTATION and ENCULTURATION</b>		
	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 (includes Faculty Handbook) and the Human Resources New Employee Packet	
	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 <sup>st</sup> Semester)	Second 8-weeks
	Complete Third Mentor Meeting (2 <sup>nd</sup> Semester)	First 8-weeks (2 <sup>nd</sup> Sem.)
	Complete Fourth Mentor Meeting (2 <sup>nd</sup> Semester)	Second 8-weeks (2 <sup>nd</sup> Sem.)
	Complete ICC New Employee Training in Blackboard: Prevention of Sexual Harassment, Diversity and Ethics found in Blackboard	First semester
	Attend a learning event in the department or sponsored by the Teaching and Learning Center	First semester
	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 15 <sup>th</sup> for full-time)	Second 8-weeks
	Analyze Results of Classroom Assessment Strategies and Student Assessment of Faculty for planning next semester	Post-semester; prior to 2 <sup>nd</sup> semester

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

Contact Janice Kinsinger, 239G, at [jkinsinger@icc.edu](mailto:jkinsinger@icc.edu) or 694-5758 throughout the year to help with the documentation and compilation of a portfolio. The TLC will offer sessions throughout the year.

# ILLINOIS CENTRAL COLLEGE CURRENT ADJUNCT FACULTY BLUEPRINT FOR SUCCESS PILOT

(For adjunct faculty that have completed three semesters successfully and have not completed the New Faculty Orientation and Enculturation Checklist. This pilot is only available through Fall, 2011.)

Name:

Department:

Academic Term and Year:

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

## 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 <b>electronic or notebook portfolio</b> to provide documented 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 the increase in compensation which would begin the following semester.</p> <p><b>Suggested artifacts to include are:</b></p> <ul style="list-style-type: none"> <li>• Copy of your Professional Development Learning Plan (goals)</li> <li>• Updated course syllabus, policies, calendar</li> <li>• Copy of most recent classroom observation and meeting discussion</li> <li>• Copy of Self-Assessment</li> <li>• Certificates of completion for professional development series or course</li> <li>• Teaching and Learning Center transcripts</li> <li>• Professional development and learning opportunities completed</li> <li>• Completed CATs with summary of results and changes to be made to teaching and learning strategies</li> <li>• Student Assessment of Classroom Summary of Results and Reflection</li> <li>• Sample of revised lesson plans</li> <li>• Sample of revised assessments or evaluations</li> <li>• Committee or team and minutes or project completed</li> <li>• Reflective Journal or teaching and learning reflections</li> <li>• Conference Sessions attended with basic summaries</li> <li>• Student comments</li> <li>• Other</li> </ul>	<p><b>Required for Additional Compensation Benefit to be Approved</b></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 complete this compensation benefit program through the Fall of 2011 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.*

Contact Janice Kinsinger, 239G, at [jkinsinger@icc.edu](mailto:jkinsinger@icc.edu) or 694-5758 throughout the year to help with the documentation and compilation of a portfolio.