

Adjunct
Faculty
Association

Contract
Information
Town Hall
2022

Time Line

March 30th: Tentative Agreement

Board Approval in May

April 1st: Town Hall

April 12th: Town Hall

Voting in April electronic or in person

Contract Negotiations: Working Conditions and Salary

- Contract updates resulting from changes in college policy
- Revisions of procedures
- Opportunities for adjunct faculty
- Salary and benefits

What we're paid is important!

Salary increases for the length of the contract 2.89%

Year 1 (21-22)- 2.99%

Year 2 - 2.99%

Year 3 - 2.99%

Year 4 - 2.60%

→ Retroactive pay increase from our current 2.9%

→ Differential Between Doctoral Pay and Standard Pay Rate will be increased to 6%

Stipends added to salary*

One Time Payment

(Awarded at the end of 2021-22)

Adjunct Faculty - 6 LHE or more

\$200

Adjunct Faculty - 3 LHE +

\$100

Longevity Stipend

for Adjunct Faculty in Step 18

Awarded in 2021-22 \$200

&

2023-24 \$200

*outside of LHE load

Orientation Week Participation Package

- Adjunct faculty may voluntarily commit to attend 3 hours of College-designated programs for professional development during each Orientation Week
- The adjunct faculty member will be paid 0.048 LHEs

College Support for Training and Professional Development

\$375 per Adjunct Faculty member each year

- Adjunct Faculty member may combine funds to spend \$750 in year 2 and 4
- Examples include:
 - professional subscriptions
 - Professional Association Memberships
 - Conference attendance

New: **\$200 of that may be spent on technology**

- Software and Hardware related to teaching

Professional Development – Online Teacher Training

\$5,000 Pool

- Illinois Online Network (ION), or equivalent training, to meet the qualifications for teaching online as described in Art. 2.1 above.
- Funds will be distributed on a first-come, first-served basis.
- After pool emptied, regular PD funds can still be used for this purpose.

New Definition of Service Credit for Step Advancement

Beginning in Summer of 2023, an Adjunct Faculty member who teaches 3 or more LHE in two of the three terms (Spring, Summer, Fall) will advance one step on the pay schedule.

Senior Lecturer Status

Qualifications

- Adjunct faculty with 22 or more semesters of seniority
- Consistent professional development
- Strong classroom performance
- Honorary status

Emeritus Status for Adjunct Faculty

Adjunct Faculty who have taught at Oakton for 22 Semesters or more may apply for Emeritus Status upon retirement.

Benefits include:

- Tuition reimbursement for one 4 hour credit class each year
- Access to library services
- Access to college email for classes and library services
- Name in college catalog

SURS Reports

Timing and requests

- After 10 years of service with the College
- and once every five years thereafter
- when an adjunct faculty member leaves College employment

Note: Questions and concerns about these reports should be addressed to the College's payroll portal.

Information Provided in the Report

- First and last name
- Work begin date for each continuous period of work
- Work end date for each continuous period of work
- Gross pay for each period worked
- Percent of full time for each work begin and end dates as will be reported upon retirement.

Information provided based on current pay rate

Percentage of Time Worked Formulas

The College will:

- review and revise the existing percent of time worked formulas consistent with SURS guidelines and
- provide quarterly reports regarding its development to the AFA.
- If practicable, the new formula will be implemented by the start of the 2022-23 academic year.

Other SURS–related Changes

- The College will research and determine the feasibility of reporting percent of time worked in the Faculty Load and Compensation (FLAC) module of Banner for each individual adjunct faculty member going forward.
- The College will develop an adjunct Notice of Appointment form issued each term an adjunct faculty member is employed to indicate terms of employment including faculty return date, grades due date, class start and end date, current rate of pay.
- The College will provide information on the Adjunct Faculty Channel of MyOakton on how adjunct faculty members can go to the SURS website to check SURS estimates of service credit.

High Impact Practices (HIP) Awards

\$300 Award/one adjunct faculty
member in each division

Helpful Contractual tweaks

If a dean or designee does not approve 13 LHEs/semesters, they will provide a written explanation

Choice of when to be paid for non-teaching duties.

For example, an adjunct faculty member who is assigned 3 LHEs annually as a member of OPAL may distribute the LHEs over the fall and spring semesters (e.g., 2 LHEs in the fall and 1 LHE in the spring) or they may assign all of their LHEs to one term (e.g., 3 LHEs in the spring).

Policy Changes



Course Cancellation Pay

For courses cancelled 3-10 days in
advance - \$160

Increased from \$150

NEW: For courses cancelled 0-2 days
in advance - \$225

Course Assignment Requests and Calendar

Due Date/Time Frame	Action	Notes
<p>60 days prior to the start of registration for each term Increased from 45 days.</p>	<p>Deans notify adjunct faculty to submit the Adjunct Scheduling Preference Form</p>	<p>Form is located in myOakton (in the Adjunct Faculty Channel in the Teach & Advise tab, or in the Employee tab, Faculty-Staff Links channel); Registration dates are in Academic Calendar on Oakton home page</p>
<p>Within 2 calendar weeks of notification from dean Change from 30 days prior to start of registration.</p>	<p>Adjunct faculty submit Adjunct Scheduling Preference Form</p>	
<p>No later than 4 calendar weeks prior to start of registration (Change from within two weeks following the opening of registration.)</p>	<p>Normally, chairs/coordinators provide notice of assignments to at least 80% of adjuncts who submitted preference form</p>	<p>Notification will be made by Oakton email</p>
<p>No later than 2 calendar weeks after receiving course assignment offer</p>	<p>Adjunct faculty member accepts or declines the course assignment offered.</p>	<p>Response should be as timely as possible. Alternate course assignments, when available, will be made in a reasonable and timely manner. (Changed from Response with two weeks required for full consideration)</p>

Course Shell Proprietary Content


If an adjunct faculty member loses a course through reassignment, they will be given 24 hours notice prior to the reassignment so that they can remove their customized/proprietary content from the learning management system (D2L) course shell.

New Additional Qualification to Teach Online

- Teaching credit courses at Oakton in an online or hybrid format for at least one full academic term prior to Summer 2020.
- A project-based faculty seminar that includes the following topics:
 - a. Preparing someone to teach online.
 - b. Preparing someone to develop an online course that results in a new online course shell.
- An in-house or proprietary training to teach online.
- The Oakton online course development process that includes development of a new shell.
- The three core courses in the Illinois Online Network (ION) [Master Online Teacher certificate program](#) (Overview of Online Instruction, Instructional Design for Online Course Development, Student Assessment in Online Courses).
- Any additional departmental guidelines or requirements (e.g. software or testing requirements) to effectively teach online in a specific discipline must be approved by the dean and must be a part of the published departmental policies and procedures.

Mandatory Trainings

Can now be done during office hours

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Absences

Professional Responsibility

- Being present for scheduled class sessions is a professional responsibility
- If must miss a scheduled course or laboratory must notify their division office in advance, when possible.
- The department chair or division office can assist, if requested, in arranging a substitute.
- Unplanned absences must be reported as soon as practicable.

Excessive Unauthorized Absences can result in your pay being docked and not being re-hired.

Definitions of Absences:

- **Unauthorized:** when the assigned faculty member cancels or does not attend the class without prior notification to students and division office and does not have a valid reason for being absent.
- **Authorized:** when the faculty member is absent but has given prior notification to the students and division or, if notification is not given, has a valid reason for being absent. Examples of valid reasons include but are not limited to sickness, bereavement, or professional conferences.

Continuing Programs for Adjunct Faculty



New Faculty Orientation

New adjunct faculty shall be required to attend new faculty orientation which starts during the week of orientation and continues in an asynchronous and synchronous format for the first 4 weeks of the term.

Compensation will be (10-12 hours; 0.222-.2664 LHEs)

The adjunct faculty mentorship program:

New adjunct faculty hires by providing them the option to be paired with an adjunct faculty mentor.

The Student Success Initiative:

A pool of 12 LHEs per academic year (Fall, Spring or Summer) will be designated to be assignable to adjunct faculty members for leadership and/or participation in student success initiatives or initiatives developed in furtherance of the College's strategic goals.

Working Groups



Payment Practices Working Group

Upon ratification of the CBA, the AFA and the College agree to form a joint working group of an equal number of adjunct faculty chosen by AFA and members chosen by the College (up to 4 each), to perform the tasks listed below

- Gather information;
- Develop processes and procedures to improve tracking and payment of LHEs for instructional and non-instructional work, up to and including automation;
- Develop improvements to procedures for reimbursement (e.g. for travel and professional development expenses). Such processes may include an electronic record system permitting adjunct faculty to learn the status of payment requests.

The target date for completion of the working group's efforts is one calendar year after ratification of the CBA.

Adjunct faculty who serve on the working group will be compensated at the 45 hours/LHE rate up to 1 LHE per adjunct for a total of 4 LHEs.

Apprenticeship

This memorandum of understanding is being entered into between the Adjunct Faculty Association (AFA) and Oakton Community College (the College) this X day of Month, Year.

The AFA and the College agree to form a joint exploratory group of an equal number of adjunct faculty chosen by AFA and members chosen by the College (up to 3 each), to perform the tasks listed below in this time frame:

- Gather information
- Develop a proposal for a Full-Time Faculty Apprenticeship Program for Adjunct Faculty
- Submit a proposal to President's Council

Upon ratification of the CBA, the exploratory group will begin work to develop a proposal for a Full-Time Faculty Apprenticeship Program for Adjunct Faculty. Within one calendar year of the ratification date, the proposal will be presented to the President's Council for consideration.

Adjunct faculty who serve on the exploratory group will be compensated at the customary 45 hours/LHE rate, up to 0.5 LHEs per adjunct faculty member. If work exceeds 22.5 hours, additional hours will be compensated at the 45 hrs/LHE rate.

Opportunities to participate in Working Groups?

Payment Practices:

- 4 AFA representatives
- 1 LHE for serving

Full Time Faculty Apprenticeship Program

- 3 AFA representatives
- .5 LHE for serving; if work exceeds 22.5 hours then compensated at 45hr/LHE rate

Best Practices



Best Practice: An adjunct faculty member receives notification when the MPF has been approved by the dean and also when the division office sends it to payroll.

Best Practice: Create a guide which aligns compensation categories (as detailed in 9.3) with their corresponding FLAC codes/descriptors and make it available on the Adjunct Channel in myOakton.

Best Practice: Compile department academic policy across all divisions and sub-divided by academic departments.

Best Practice: Upon adjunct faculty member request, deans or department chairs will meet and discuss options and recommendations for the adjunct faculty member to best improve their teaching skills and qualifications.

Best Practice: Chairs and coordinators will contact adjunct faculty who might be assigned classes outside their choices indicated on the preference form.

Best Practice: Adjunct Library Faculty, may also have an additional form more relevant to library shifts, while still completing the APF. Copies of the completed form must be sent to adjunct faculty librarians.

Best Practice: Continue to provide contract training for division staff and chairs and coordinators on the contract.

Best Practice: After the contract is settled, representatives from each side will meet to go over the TA'd changes to make sure the AFA & College teams are on the same page to help eliminate any ambiguity.

Best Practice: Through FAQs in the adjunct faculty channel, in the faculty handbook, and orientation materials, the College and AFA will inform adjunct faculty members assigned to courses meeting 8 weeks or less that accepting such courses could mean they do not receive a full semester's SURS service credit, and their SURS pension may be reduced as a result.

Best Practice: Adjunct Faculty will continue to have access to their Oakton email account for at least 12 months from the end of the last academic term (fall, spring or summer) in which they taught.

Best Practice: Training will be provided for Adjunct Faculty about the Google Suite at Oakton.

Best Practice: Create college-wide events and department meetings as calendar meetings in the college Google calendar so a calendar invitation is what is received for these events, especially for Department and Division meetings.