

AGREEMENT

between

**BOARD OF TRUSTEES
OF KISHWAUKEE COLLEGE
COMMUNITY COLLEGE DISTRICT NO. 523**

and

KISHWAUKEE COLLEGE ADMINIST EDUCATION

**ASSOCIATION - AFT-IFT LOCAL 6559
2021-2025**

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

AGREEMENT

This AGREEMENT is entered into this 13th day of July, 2021, by and between the BOARD OF TRUSTEES OF KISHWAUKEE COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 523 (hereinafter referred to as the "Board" or the "College") and the KISHWAUKEE COLLEGE ADJUNCT EDUCATION ASSOCIATION (hereinafter referred to as the "KCAEA" or the "Association").

Article I - Recognition and Representation

Section 1.1: Recognition

The Board recognizes the Kishwaukee College Adjunct Education Association, IFT/AFT, Local 6559, as the sole and exclusive bargaining representative for all adjunct (part-time) teaching faculty members, including adjunct nursing faculty, after teaching at least three (3)

Section 1.3: Unit Listing

The College will provide the KCAEA, a preliminary list of the adjunct faculty members actively teaching, not later than the first day of the start of each semester (Fall, Spring, and Summer), based on the information available at those times.

The College will provide the KCAEA, an updated (midterm) list halfway through each

5. To hire all employees and, subject to provisions of law, to determine their qualifications, and the

Section 3.2: Access to Information

The College and the Association agree to collaborate in the keeping of an accurate list of all unit members including their names, addresses and classifications.

As unit members are employed or reemployed, or in the event of changes in names or addresses,

[REDACTED]

Section 3.6: Meeting Space for KCAEA

The KCAEA may utilize College meeting room facilities, except those already set up for an anticipated use, to meet with employees covered under this Agreement during non-working hours. Such use shall not interfere with any activity or function of the College. The KCAEA and its representatives shall follow the process for the meeting room space and not use College supplies or materials in connection with the planning or holding of such meetings.

Section 3.7: KCAEA Bulletin Boards

The Board agrees to provide one (1) bulletin board designated for use by the KCAEA. The

representatives (not to exceed two) to attend such meetings. This section shall not be

applicable to any meeting that is being held for the purpose of discussing the

[REDACTED]

[REDACTED]

Article IV - Conditions of Employment

Section 4.1: Academic Freedom and Professional Standards

Kishwaukee College regards freedom in the discussion of facts as necessary to meaningful education. However, it is expected that statements of opinion, as opposed to generally accepted facts, will be clearly indicated as opinion. Moreover, it is expected that the individual instructor will confine himself/herself to authoritative remarks in his/her own field of expertise. No policy is to be construed as a constraint on the free exercise of constitutional and statutory rights on the part of the adjunct member.

Adjunct employees are citizens, members of a learned profession and employees of an educational institution. When they visit or speak as citizens, they should be free from

Responsibilities to the College

- Professional development related to the discipline

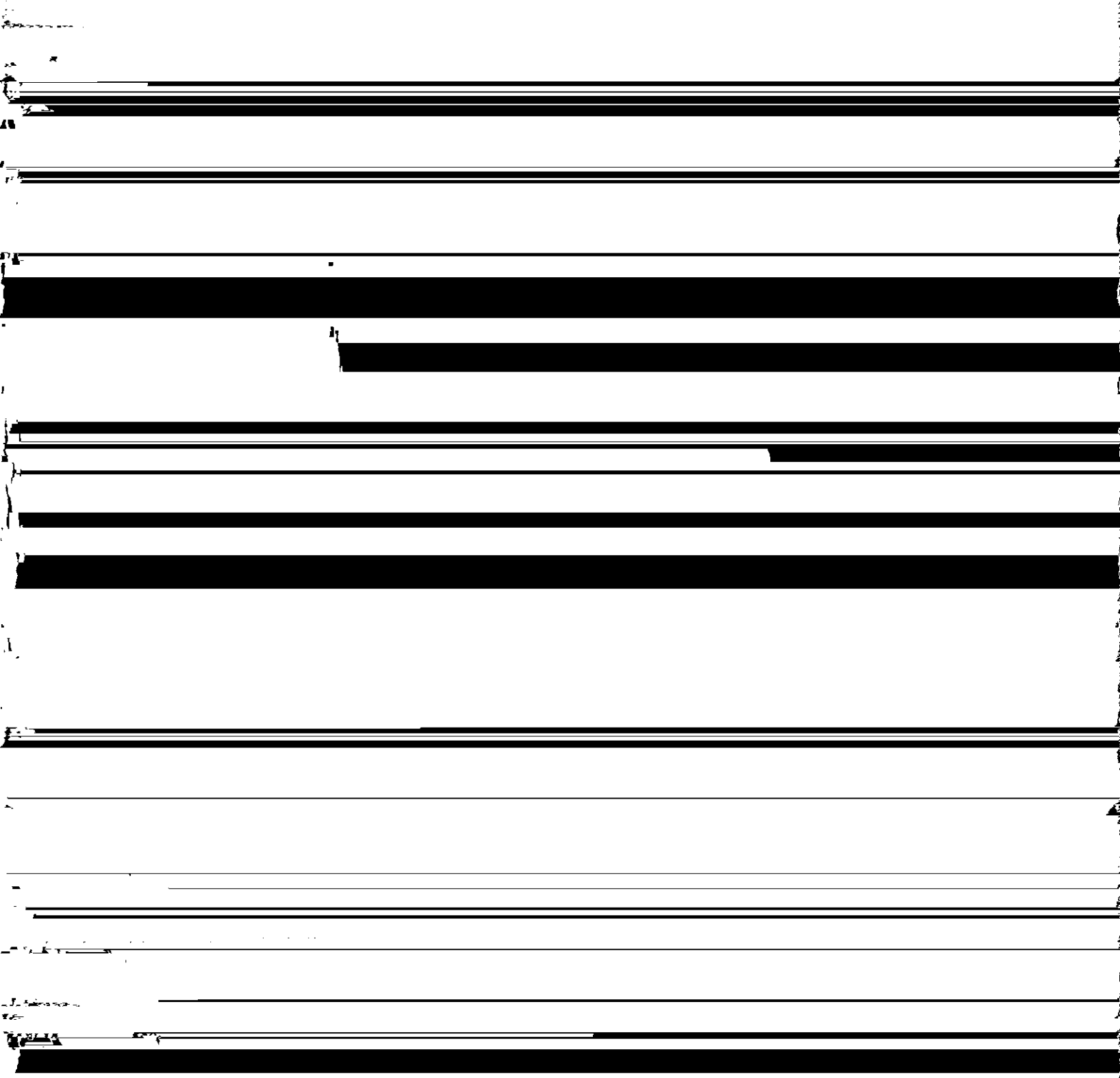
- Professional achievement in related field

Article V – Leaves

Section 5.1: Paid Time Off (PTO)

An adjunct faculty member who teaches less than three (3) days per week shall be granted

_____ (3) PTO days per year. Adjunct faculty who teach 3 or more days per week shall be granted _____



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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written grievance shall specify the section or sections of this Agreement that are allegedly

[REDACTED]

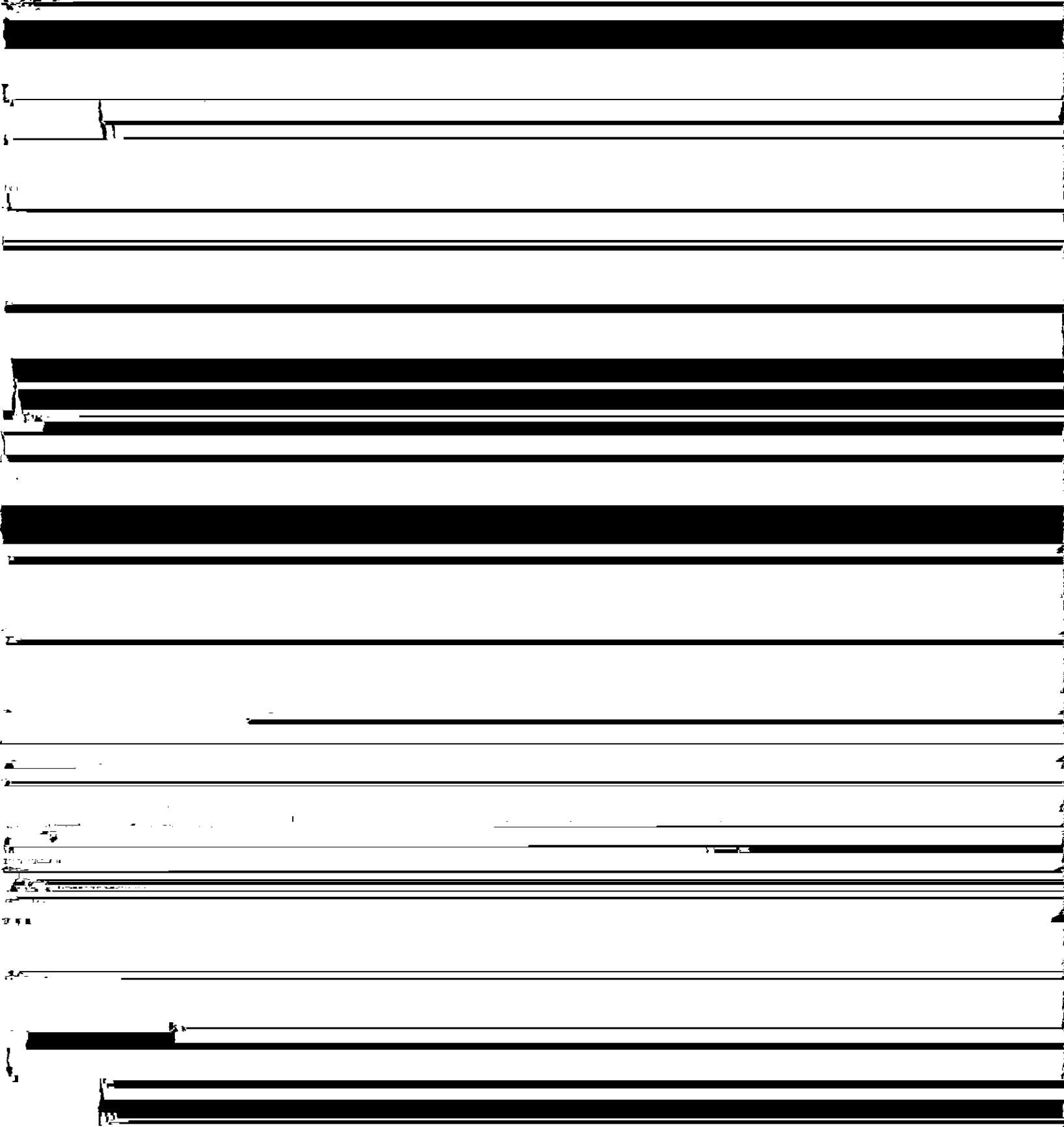
receipt of the notice of referral to arbitration. In the event the parties are unable to agree upon an arbitrator within this seven (7) day period the parties shall immediately jointly

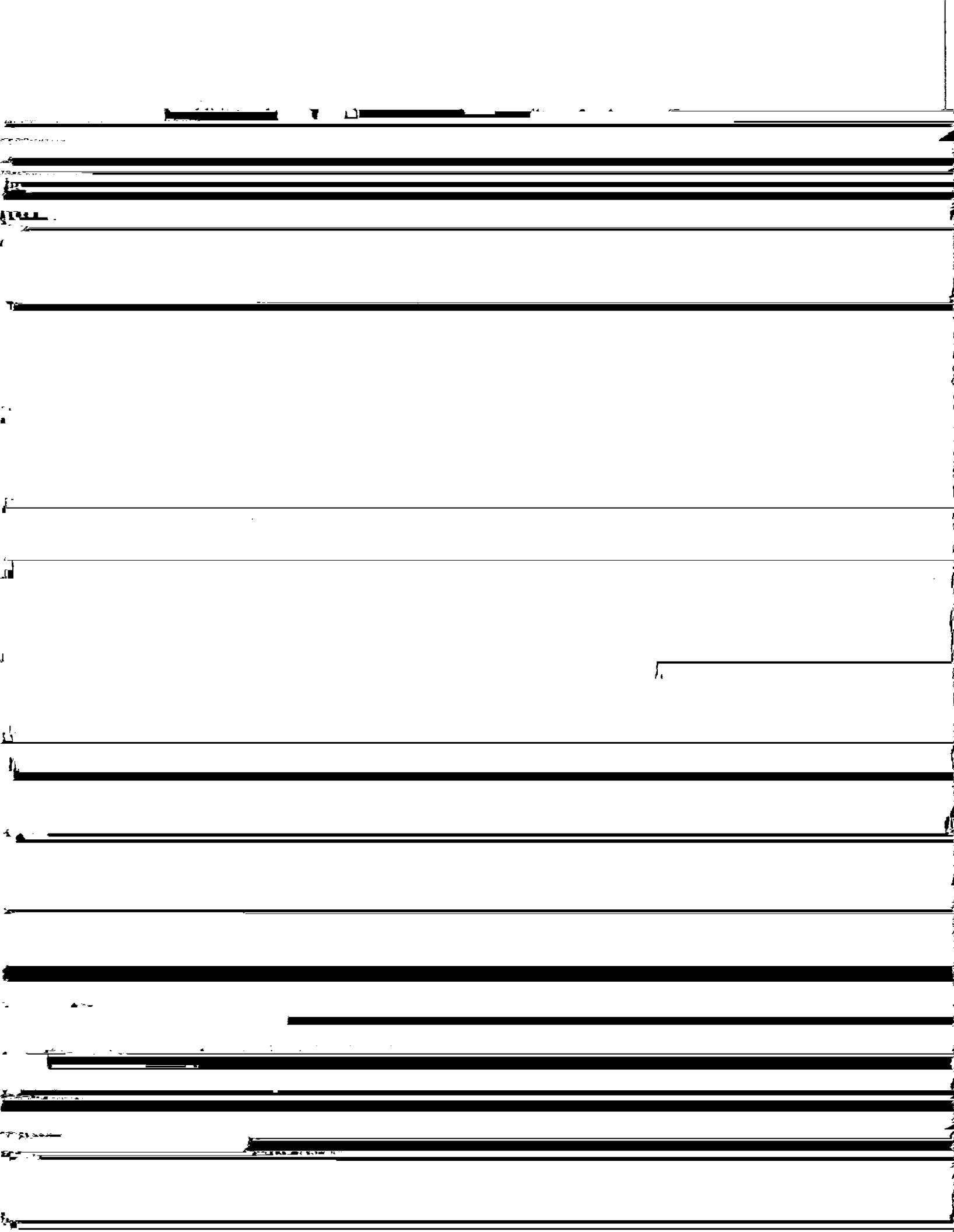
Section 6.7: Time Limits

No grievance shall be entertained or processed unless it is submitted within fifteen (15) calendar days after the first event giving rise to the grievance or within fifteen (15) calendar days after the employee or KCAEA, through the use of reasonable diligence, could have first

No material from an adjunct employee's personnel file shall be made available to personnel or agencies not employed by or affiliated with the College without the adjunct employee's

~~consent, except as required by law, court order or process, subpoena or other legal process.~~





evaluated by the College. Adjunct faculty members shall keep their official transcripts, certifications, and licenses current and on-file with the College.

The College will assign courses to adjunct faculty members who are fully qualified based upon their academic credentials, training, administrative classroom evaluations, student feedback, recent teaching and other work experience, currency in discipline and discipline-

2. Adjunct Faculty will be provided with ten (10) college business days to complete and submit the Adjunct Faculty Scheduling Request Form.
3. If the adjunct faculty member does not submit the completed Scheduling Request Form by the stated deadline, the Dean will not be obligated to assign any courses to the adjunct. Each Adjunct Faculty Scheduling Request Form shall indicate the days and times they are available to teach, the courses they are qualified/credentialed for and interested in teaching, the number of credit or contact hours they are interested in teaching, and an option to provide preference for online and face-to-face sections.
4. A course cannot be assigned to an adjunct if a course for which the adjunct is eligible is not available within the time frame the adjunct has identified.

D. Late Course Assignments/Course Reassignment

1. If a course becomes available after the initial course scheduling process, qualified adjunct faculty who submitted an Adjunct Faculty Scheduling Request Form will be contacted through Kishwaukee College email and will be provided two (2) college business days to respond.

2. If a course becomes available within five (5) or less college business days of the start of the course, the College will attempt to staff with current adjunct faculty members, but is not required to do so.

SP21 x credit hours plus \$200) divided by total credit hours for SP21 = adjusted base rate for

Section 11.2: Summer Classes

The rate of compensation for each credit hour taught during the summer term shall be the adjunct faculty member's credit hour compensation rate for classes taught during that same academic year. The academic year starts in the Fall and ends in the Summer.

Section 11.3: Substitute Pay

An adjunct faculty member covered by this Agreement who is assigned to substitute teach shall

The rate of compensation for new course development (face-to-face) shall be five-hundred dollars (\$500) per credit hour.

In the event a face-to-face course is to be converted to another delivery method with the approval of the Vice President of Instruction, or designee, the conversion of a course to an

Section 11.8: New Course Development

Adjunct faculty shall be compensated for new course development provided:

1. The course is new to the institution.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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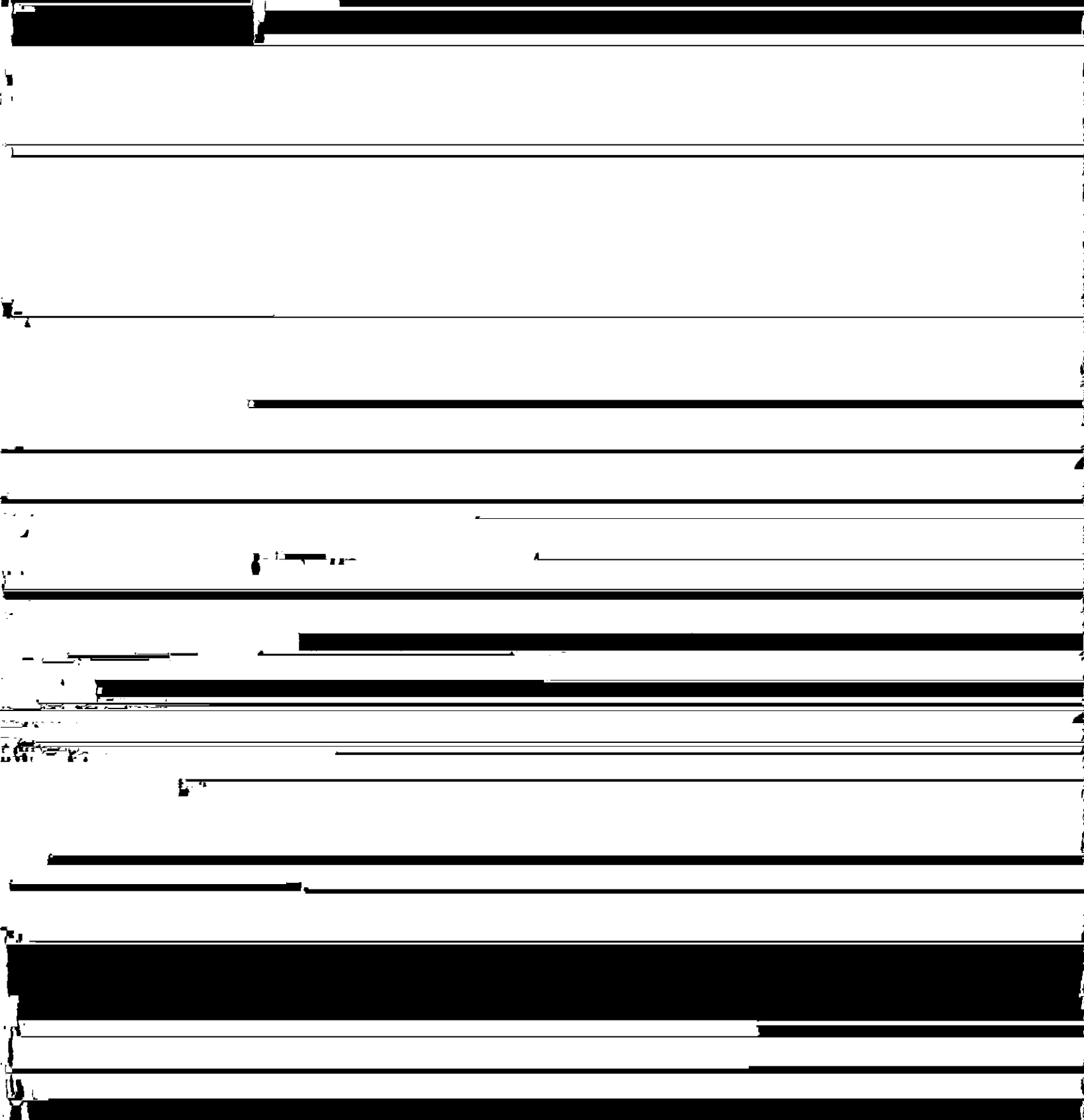
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Tuition waivers are available for classes that are approved for State credit hour funding; non-credit classes are not eligible for tuition waiver.
- No more than three credit hours per semester are available for tuition waiver.
- ~~Waivers are available only when the adjunct faculty member is teaching for the~~



Section 11.14: Professional Development

Professional development activities or topics directly related to the educator's teaching

[REDACTED]

[REDACTED]

[REDACTED]

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Section 12.2: Temporary Full-Time Appointment

Fully qualified adjuncts may apply for any temporary full-time faculty appointment for one academic semester if the College decides to approve a temporary full-time faculty appointment. The College will consider for temporary full-time appointment adjunct faculty members who are fully qualified based upon their academic credentials, training, administrative classroom evaluations student feedback recent teaching and other work

Article XIV - Terms and Conditions

APPENDIX B - Adjunct Faculty Scheduling & Availability

AVAILABILITY

Please indicate your availability per course if you choose E2E, ONL, SYM, HYBR, or HYBR format. In the

[REDACTED]

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