2024-2027

CONTRACTUAL AGREEMENT

BETWEEN

THE BOARD OF COMMUNITY COLLEGE DISTRICT NO. 506

AND

THE SAUK VALLEY COMMUNITY COLLEGE
ADJUNCT FACULTY ASSOCIATION

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ARTICLE I

RECOGNITION

1.1 The Sauk Valley Community College Board of Trustees (hereinafter the "Board") recognizes the Sauk Valley Community College Adjunct Faculty Association/Illinois Education Association/National Education Association (hereinafter the "Association") as the sole bargaining agent for adjunct faculty as follows:

A. Included in the bargaining unit are all adjunct faculty who teach at least three (3) credit hours per semester (excluding the summer term) for two (2) consecutive semesters (excluding the summer term) are educational employees under the Illinois Educational Labor Relations Act (Act).

B. Excluded from the bargaining unit are all full-time college faculty, support personnel, supervisors, managerial, confidential, short-term and part-time employees as defined by the Act.

ARTICLE II

MANAGEMENT RIGHTS

2.1 It is understood and agreed that all functions, rights, powers, or authority of the administration of the College and the Board of Trustees which are not specifically limited by the express language of this Agreement are retained by the Board provided, however, that no such right shall be exercised so as to violate any of the specific provisions of this Agreement. Said authority includes, but is not limited to, the generality of the foregoing rights:

A. To the executive management, organization, and administrative control of the College and its properties and facilities, and the activities of its employees;

B. To direct the work of the employees, determine the time and hours of operation, and determine the kinds and levels of services to be provided and the methods and means of providing those services including entering into contracts with private vendors for services;

C. To hire all employees, and, subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, discipline, dismissal or demotion, and to promote, assign, and transfer all such employees;

D. To establish educational policies, goals and objectives, to ensure rights and educational opportunities of students; to determine staffing patterns; to determine the number and kinds of personnel required in order to maintain the efficiency of district operations; and

E. To build, move, or modify facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; and take action on any matter in the event of an emergency.

ARTICLE III

NO STRIKE

3.1 During the term of this agreement and any extension thereof, there will be no strike, work stoppage, slow-down, or other concerted action, refusal, or failure to fully and faithfully perform job functions and responsibilities by the Association during the term of this Agreement. During the term of this agreement and any extension thereof, the college will not engage in a lockout of the Adjunct Faculty employees.

ARTICLE IV

ASSOCIATION RIGHTS

4.1 Board Meetings

The Association will be furnished with a schedule of regular meetings of the College Board of Trustees, a copy of meeting agendas, and any notice of a special meeting of the Board of Trustees in a prompt and timely fashion. A copy of approved Board minutes shall be made available to the Association President or designee.

4.2 Meeting Rooms, Interoffice Mail, Use of Equipment

A. The Association shall have the right to use meeting rooms, if available, for Association business and shall have the right to use campus faculty mailboxes.

B. The Association may have reasonable use of college duplicating equipment for appropriate Association purposes when such equipment is not required for other college business. The expense of duplicating supplies will be borne by the Association. The Association may use neither college equipment nor supplies for lobbying or political purposes.

4.3 Dues Deduction

The College shall allow optional dues deduction upon the part of those bargaining unit members who desire it. Proper authorization for payroll deduction of membership dues shall be the signature of the Employee on an authorization form prepared by the Association and submitted to the administration within thirty (30) days of the Adjunct Faculty member's first day of teaching. Such payroll deductions shall be remitted to the Association monthly within the first ten (10) working days of each month.

4.4 Copies of Contract

The Board will place the contract on the SVCC website at no cost to the Association.

4.5 Membership Notification

Each semester the College will provide the Association with a list of Bargaining Unit employees upon request as required by the Act. The list will include all personal and employee information as required by the Act, including but not limited to each employee's name, address, phone numbers, email addresses, academic terms employed by the College, and current teaching schedule.

ARTICLE V

WORKING CONDITIONS

5.1 Meeting Schedules

Bargaining Unit members who are currently teaching shall be given notification of their academic division meeting, professional development activities, and other faculty meetings; and may attend such meetings.

5.2 Teaching Assignments

A. The parties recognize that "teaching" comprises construction of a class syllabus, consistent with the generic course syllabus, that stipulates course objectives, content, and grading criteria; preparation of class presentations and instructional materials; delivery of instruction; consultation with and evaluation of students; maintenance of clear records on student performance and any other factors, such as attendance, involved in the grading of students; submission of grades and other required reports to the College by required deadlines; participation in assessment of student learning outcomes during scheduled class meeting times; textbook selection if requested by the appropriate dean; and consistency with course/divisional standards. All syllabi, including those for courses that begin on non-standard dates such as the second eight weeks of the semester, are due each semester by the start of the college's kickoff event and are to be submitted via the syllabus software. Summer syllabi are due by 8:00 a.m. on the Friday before the start of classes. Salary is paid to the adjunct faculty member in accordance with contractual terms as compensation for these tasks.

B. Adjunct faculty shall be paid a stipend of $100 whenever they are assigned to teach a course they previously have not taught. If the course assigned to an adjunct faculty member is a new course which was developed by the adjunct faculty member, the stipend shall be $250 rather than $100. The stipend shall be paid even if the class is cancelled due to low enrollment.

C. Adjunct faculty members shall have the option to accept or reject requests by the College to perform Special Projects. Special Projects are duties or tasks outside of those set out as "Teaching Assignments" described in section 5.2A. Such Special Projects may include such things such as tutorials, independent study courses, and honors programs which may be assigned by the College and accepted by the adjunct faculty member. If they agree to perform a Special Project, they shall be compensated at the then established college rate.

Special Projects may also include professional growth opportunities such as attending a seminar within the adjunct faculty member's area of expertise or interest. A request to attend a professional growth opportunity may be initiated by the College or by the adjunct faculty member and may be accepted or rejected by the adjunct faculty member. Any request for payment or reimbursement of expenses incurred incident to a professional growth opportunity shall be made in accordance with any policy established by the College and shall be approved or rejected at the sole discretion of the College.

D. Adjunct faculty shall be reimbursed for mutually agreed upon off-campus travel at the IRS rate in effect on the date of travel. Travel distance shall be calculated from the point of origin (College or home, whichever is closer to destination) to the destination. Adjunct faculty shall not be reimbursed for travel to any site for normal teaching duties unless otherwise agreed by the Employee and the College.

E. Nursing faculty shall receive one (1) equated credit hour of workload per semester for coordinating functions at the clinical site for each day of clinical nursing laboratory experience per week.

F. The maximum cap for online classes will be 25 students or the cap used on the corresponding face-to-face class, whichever is lower. After consultation with and approval of their supervisor, instructors may approve raising the cap of an online class; the instructor will be paid the tutorial rate for each additional student over the assigned cap.

G. Online course workload and compensation:

Faculty may be compensated for the development of new online courses using the following procedure:

1. Faculty considering the development of a new course or full rewrite from an outdated course should first receive approval from the Academic Vice President. The faculty member and the Academic Vice President will sign a project agreement form before significant development work. Faculty will only be compensated for approved courses.

2. Following the initial approval from the Academic Vice President, faculty will do the following:

    a. Prepare a completed application, including a proposed course syllabus and an outline that covers two weeks or units of the online course. The application includes an Online Course Development Checklist for the faculty to follow. All application and resource materials are found in FAST.

b. Participate in a course design meeting with a Consultation Team made up of one instructional designer and the Dean or Faculty Leader for their academic area, during which the application materials will be reviewed.

3. Following the faculty completing the steps above, the Consultation Team will provide the following:

   a. A review of compliance requirements for copyright, accessibility, and Substantive and Regular Interaction.

   b. An Online Course Development Checklist to assure the course will meet the SVCC Online Course Quality Review standards, as required for ILCCO OCE eligibility.

   c. A review of available support services for course development. Support services may include creation of an online course shell in the LMS, LMS support, creation of course assets and multimedia, or other assistance as deemed appropriate by the instructor and the Consultation Team.

   d. Feedback based on the submitted course syllabus and two week/unit outline.

4. Following the consultation, approval may be granted for full course development. A project development agreement may be added to the documents if an instructional designer will contribute assets to the course. The Consultation Team will sign and date the application to demonstrate that the consultation has been completed.

5. The complete course is reviewed by one faculty member selected from Curriculum Committee and an instructional designer using the Online Course Quality Review.

   a. If online course revisions are recommended, faculty may address the recommended revisions and resubmit for approval. If the online course design is not approved by the reviewers, faculty may appeal the decision directly to the Academic Vice President.

   b. Once approved by both reviewers, recommendation for approval is sent to the Academic Vice President.

6. Once the new online course is fully developed, the faculty member is paid for the online course development. Compensation will be $350 per credit hour for the number of credit hours the course is listed in the college catalog.

7. The College will pay a $100 stipend per semester for each weekday a scheduled class starts before 8:00 AM, after 5:00 PM or for classes held on Saturday or Sunday.

5.3 Notification of Available Full-Time Positions

When a vacancy announcement for a full-time faculty position is released, a notification of such position will be posted on the SVCC website. Any adjunct faculty member meeting the qualifications for an advertised full-time faculty position who completed the required application procedures will be automatically granted an interview with the established screening committee.

5.4 Personnel File

The College shall keep an official personnel file for each adjunct faculty member. Each member shall have the right to make an examination of their personnel file upon three-business day's written notice. At the employee's request, a representative of the Association may accompany the employee in this review. Such review shall be by appointment during normal business hours and in the presence of a designated employee of the College. Neither the employee nor the employee's representative shall remove any material from the file. The right of review does not extend to the following:

A. Pre-employment information, e.g., reference checks and responses, or information provided to the administration with specific request that it remain confidential.

B. Letters of reference for that employee, peer review documents, and individual student evaluations.

Copies of materials in an employee's personnel file shall be provided to the employee upon request if such materials are not confidential. Except for material described in section 5.4.1, materials used to make adverse employment decisions may not be confidential.

5.5 Evaluation System

When a written report of a classroom observation or an evaluation is prepared, a copy of the written report shall concurrently be provided to the adjunct faculty member. The adjunct faculty member shall acknowledge receipt of such copy by signing it for the file but such acknowledgement shall not signify anything other than receipt of the material. Should the adjunct faculty member refuse to sign the written report, the Vice President or designee shall write on the written report that the adjunct faculty member refused to sign, date it, and sign their name to the written report.

A copy of the written signed report shall be maintained in the adjunct faculty member’s personnel file in the Human Resources office.

An adjunct faculty member shall have the right to respond to a classroom observation or an evaluation placed in their personnel file by submitting such response in writing within fourteen (14) calendar days of the filing of the original material. Such response shall be attached to the file copy.

5.6 Academic Freedom

The academic freedom policy contained in Board Policy 402.01, in current form and as may be amended from time-to-time by the College Board of Trustees, shall apply to adjunct faculty members.

5.7 Discipline

If the College conducts an interview or holds a meeting with an Employee to either impose discipline or determine if discipline is warranted, the Employee shall have the right to Association representation present at the interview or meeting. No Employee shall be disciplined without just cause.

ARTICLE VI

GRIEVANCE PROCEDURE

6.1 A grievance is defined as a claim by the Association or individual employee that alleges there has been a violation, misinterpretation, or misapplication of the provisions of this Agreement. A group of employees may present a class grievance, which is defined as a claim involving a single common issue.

The parties hereto acknowledge that it is usually most desirable for a bargaining unit member and supervisor to solve problems through free and informal communication. Accordingly, the parties shall attempt to informally resolve any potential grievance as hereinafter defined. If, however, the informal process fails to satisfy the bargaining unit member and/or the Association, a grievance may be submitted.

6.2 Individual employees shall have the right to present grievances. The Association representative shall be afforded the opportunity to be present and to represent the grievant at any step in the grievance process.

6.3 General Provisions

A. All grievances must be reduced to writing no later than forty-five (45) working days from the date of the incident or alleged violation giving rise to the complaint or the date the grievant could have reasonably known of the incident or alleged violation. The term “working days” as used in this Article shall mean days the College Business Office is open.

B. A written grievance shall contain a statement of the grievance and the issues involved, the relief sought, the date the incident or alleged violation took place, and the article, section, and clause of the agreement involved.

C. The grievance shall be signed and dated and then presented to the immediate supervisor involved.

D. If a grievance is not presented within the time limits set forth herein, it shall be considered waived. If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Board’s last answer. If the Board or its designee does not answer a grievance or an appeal thereof within the specified time limits, the Association/grievant may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual written agreement of the Board and the Association representative.

E. The purpose of the grievance procedure shall be to resolve all disputes at the lowest possible level. Whenever the grievance procedure is available for resolution of any claim or cause of action of an employee and/or the Association, the process shall be exhausted before the grievant and/or the Association may seek legal recourse in any court or administrative proceedings on the same general factual basis or claim. However, this process does not preclude the grievant and/or Association from filing within any applicable statutory limitations.

F. A grievance may be withdrawn at any level without prejudice to either party.

G. Grievance hearings shall be conducted at a time and place which will afford fair and reasonable opportunity for grievance and witnesses entitled to be present to attend and will be held, insofar as possible, outside of the regular work hours of the personnel involved.

H. An Association representative(s), bargaining unit member(s) and/or employee who participates in the grievance procedure shall not be subjected to any disciplinary action and/or reprisal because of such participation.

I. A Class grievance, as hereinbefore defined, may be initially filed at Step 2.

6.4 Procedure for Adjustment of Grievances

Step 1 Supervisor Level

In the event the grievance is not resolved informally, the grievance may be filed with the appropriate Administrator and/or Supervisor. The Administrator and/or Supervisor will arrange for a meeting to take place within five (5) workdays after receipt of the grievance with the object of resolving the grievance.

In the event the matter is not resolved, the supervisor or administrator will furnish their written decision within five (5) working days to the Association representative and the bargaining unit member, if applicable.

Step 2 Academic Vice President Level

In the event the grievance is not resolved at Step 1, then the Association representative and/or the bargaining unit member may appeal the decision in writing to the Academic Vice President (CAO) or designee within five (5) workdays after receipt of the Step 1 response. The CAO or designee shall arrange for a meeting to take place within ten (10) workdays after receipt of the appeal with the object of resolving the grievance. In the event the matter is not resolved, the CAO or designee will furnish their written decision within ten (10) working days, in writing, to the Association representative and the bargaining unit member, if applicable.

Step 3 President Level

Within fourteen (14) working days after the CAO or designee renders a decision, an appeal may be taken by the Association representative and/or bargaining unit member to the President of the College or his designee. The President or designee shall meet and confer with the Association representative and the bargaining unit member, if need be, within fourteen (14) working days with a view to adjusting the grievance. In the event the matter is not resolved, the President or designee shall render a decision in writing within fourteen (14) working days to the Association representative and bargaining unit member, if applicable.

Step 4 Board Level

If the Association is not satisfied with the disposition of the grievance by the College President, the grievance shall be transmitted to the Board of Trustees. A written Notice of Appeal, setting forth the basis for the appeal, shall be filed with the Board Secretary within fourteen (14) days of receipt of the President's decision. The Board shall hear the grievance at the regular Board of Trustees meeting unless the appeal is filed within seven (7) days of the next regularly scheduled meeting, in which case the grievance shall be heard at the following regularly scheduled meeting. The grievance, together with a record of the prior proceedings, shall be presented to the Board. The Board shall have the option of considering the appeal in an open or closed hearing session. No later than fourteen (14) days after the conclusion of the hearing, the Board shall render its decision in writing to the Association, the grievant, and the President.

6.5 Arbitration

A. If the Association is not satisfied with the Step 3 response, the Association may submit the grievance to final and binding arbitration by notifying the President of the College within twenty (20) working days of receipt of the Step 3 response. Promptly thereafter, the parties shall jointly request the services of the American Arbitration Association. The parties may mutually agree to use the services of FMCS instead of the AAA. The parties shall jointly request a panel of five (5) arbitrators. Either party may reject one (1) entire panel. Both the Board and the Union shall have the right to strike two (2) names from the panel. One (1) party shall strike the first name, the other party shall then strike a second name, the first party a third name, and the second party a fourth name, and the remaining person shall be the arbitrator. The order of striking arbitrators' names shall be determined by a coin toss. The arbitrator shall be notified of their selection by a joint letter from the Board and the Union requesting that they set a time and place, subject to the availability of the Board and Union representatives. All arbitration hearings shall be held at the College, unless the parties mutually agree otherwise.

B. The arbitrator shall act in a judicial, not legislative, capacity and shall have no right to recommend to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. They shall only consider and make a decision with respect to the specific issue submitted and shall have no authority to make a decision on any other issue not so submitted to them. In the event the arbitrator finds a violation of the terms of this Agreement, they shall fashion an appropriate remedy. The arbitrator shall be without power to make a decision contrary to or inconsistent with or modifying or varying in any way the Agreement. The arbitrator shall submit in writing ~~their~~ a decision within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to a written extension thereof. The decision shall be based solely upon the arbitrator's ~~their~~ interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator, if made in accordance with the authority granted to the arbitrator, shall be final and binding upon the Board, the Association and the faculty members.

C. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the Board and the Association; provided, however, that each party shall be responsible for compensating its own representatives and witnesses and purchasing its own copy of the written transcript.

6.6 By-Pass Step

If the Association and the CAO or designee agrees, any step of the grievance procedure may be bypassed and the grievance brought directly to the next step.

6.7 Non-Reprisal/Non-Discrimination

The Board shall not discipline, discriminate, or take any reprisals or threaten such action against any Adjunct Faculty Employee as a consequence of the filing of any grievance or the exercise of any of the rights granted by any section of this agreement.

ARTICLE VII

COMPENSATION

7.1 Salary Schedule

A. Understanding that not all faculty members are required to have the same minimal educational qualifications to teach in certain disciplines and to have a faculty ranking system congruent with the expectations of the Higher Learning Commission and the Illinois Community College Board, load hours for adjunct faculty are determined using the following scale (lecture and lab hours are located on course outlines): one (1) lecture hour is equated to one (1) load hour, and one (1) lab hour is equated to 0.90 load hour. Lecture and lab load are summed per course to determine compensation.

B. The parties agree to a 4.0% increase in compensation for the 2024-2025 academic year, a 4.0% increase in compensation for the 2025-2026 academic year, and a 4.0% increase in compensation for the 2026-2027 academic year.

C. Faculty who teach only non-transferable or developmental courses will have an appropriate Associate's or Bachelor's degree in the field and/or a combination of relevant education, training, or tested experience. Compensation is determined for each of the three academic years as follows:

1. 2024-2025: $896 per class load hour;

2. 2025-2026: $932 per class load hour; and

3. 2026-2027: $969 per class load hour.

D. Faculty who teach for-credit general education or transfer courses will have a Master's degree or Doctorate in the teaching discipline or related fields or a Master's degree or Doctorate in an unrelated discipline plus eighteen (18) graduate credit hours in the teaching discipline. Compensation is determined for each of the three academic years as follows:

1. 2024-2025: $1,026 per class load hour;

2. 2025-2026: $1,067 per class load hour; and

3. 2026-2027: $1,110 per class load hour.

E. Adjunct Faculty employees may choose to accept extra assignments in the form of tutorials, independent study, and honors projects. Compensation for tutorial, independent study, and honors projects will be compensated at the following rates:

1. Honors Project: $150 per student, with a maximum of three (3) students per academic term.

2. Tutorials and Independent Study: Compensated at a per student rate equal to one seventh (1/7) of the employee's current compensation per credit hour.

3. Student Club Advisors will be compensated with a stipend of three hundred dollars ($300) per club each academic year. A faculty member will be compensated for a maximum of two (2) student clubs per academic year.

7.2 Communications-Intensive Process Courses

Communications-intensive courses (ENG 101, ENG 103, COM 131) will be capped at a limit of 20 students. If more students want to take the course, each additional student will be added only if mutually agreed upon by the faculty member and dean. Faculty members will receive tutorial rate for each additional student above 20 as counted after the tenth-day of the semester. Additional courses may be defined as communications-intensive by mutual agreement of SVCCFA and the Board or the Board's designee.

Recognized student organizations are defined as those having been approved through the student club's and organization's manual. To receive compensation, advisors must complete a one-page year-end summary to their Academic Dean or nominate the organization for Student Organization of the Year as part of the Student Leadership Awards. Either option must be completed before submission of spring semester grades.

7.2 Tuition Waiver

The College agrees to grant free tuition enrollment at the College for the faculty, their spouses, or their children under 23 years of age, to the extent of the number of credit hours taught by the faculty member during each semester. Such waivers may be used in the current semester or either of the next two semesters, including the summer semester. If the tuition waivers are not used during those periods, they shall expire. Student activity fees are not considered part of the tuition waivers.

7.3 Travel

Adjunct Faculty may be eligible for approved travel and expenses for professional meetings as per current Board Policy.

7.4 403(b) Plan

Adjunct faculty shall be eligible to participate in the College sponsored 403(b) tax sheltered annuity plan.

7.5 Illinois Paid Leave for All Workers Act

The College and the Adjunct Faculty have discussed the Illinois Paid Leave for All Workers Act (820 ILCS 192/15). Both parties recognize that the Act allows employees to negotiate their own working conditions. After careful consideration, both sides agree to waive all provisions of the Act because the benefits provided in this Agreement are clear, fair, and in the best interest of both the College and the Adjunct Faculty.

Adjunct Faculty will receive a personal allowance to miss one (1) regularly scheduled class for the first three (3) equated hours they are contracted to teach per semester. An additional allowance will be provided for each additional three (3) equated hours beyond the first three. Allowances will not be prorated and rounding will not affect the provision of allowances. These allowances can be used for any reason of the faculty member's choosing.

Faculty are asked to give at least seven (7) days' notice if they plan to use an allowance, where possible. If that’s not feasible, notice should be given as soon as possible. Any unused allowances do not carry over to the next semester, and there will be no extra pay if the allowances are not used.

ARTICLE VIII

EFFECT OF AGREEMENT

8.1. This Agreement shall be effective as of the 1st day of August, 2024, and shall remain in full force and effect until the 31st day of July, 2027, when it shall terminate.

8.2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the College and the Association, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement.

8.3 This Agreement may only be amended during its term by the mutual agreement of both parties in writing.

8.4 This Agreement contains the entire agreement between the parties hereto and supersedes and cancels all prior collective bargaining agreements, constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

8.5 Should any article, section, or clause of this Agreement be declared illegal by a court or competent jurisdiction, then that article, section, or clause shall be deleted and the parties shall negotiate the impact of that deletion. The remaining articles, sections, and clauses shall remain in full force and effect.

APPENDIX A

JOB DESCRIPTION

TITLE: Instructional Staff

SUPERVISED BY: Academic Dean

DEPARTMENT: Academic Services

CATEGORY: Part-time Faculty

FUNCTION OF THE JOB: Reference SVCC organizational chart for immediate supervisor. To be cognizant of the philosophy and objectives of the College and in using them as guidelines in planning, structuring, and teaching courses.

DUTIES AND RESPONSIBILITIES:

1. Support and promote the philosophy and mission of this learning College, using them as guidelines in decision making.
2. Assume responsibility, as a staff member of Sauk Valley Community College, for accomplishing the goals and objectives of the College.
3. Participate in the established college-wide process for assessing student learning, which includes generating and sharing classroom assessment data.
4. Regularly assess student learning in the classroom and adapt instruction accordingly.
5. In accordance with the college-wide strategic planning process, regularly review the need for courses, programs and other curriculum changes.
6. Maintain up-to-date knowledge in the field of instruction.
7. Care for the equipment and property under their assigned jurisdiction.
8. Report to the appropriate supervisor when equipment or facilities need attention.
9. Prepare reports upon request by the appropriate supervisor and fulfill departmental responsibilities.
10. Keep an accurate grade, log attendance within the Learning Management System, maintain student progress records for each student, and turn in the records to the office of admissions and records and the appropriate supervisor as requested at the close of each semester. For students in jeopardy of failing, records will be submitted at the end of the fourth, eighth, and twelfth week of each semester. Further, administration may request records for specific students at other times during the semester if the student has been identified in jeopardy of failing in one or more courses.
11. Notify the appropriate supervisor promptly in case regularly assigned duties cannot be performed.
12. Attend all division/program/area meetings, faculty discussion hours (forums), committee meetings and other meetings for which they have a professional responsibility.
13. Establish, post, and keep office hours available for student conferences at times convenient for students.
14. Advise students when appropriate.
15. Cooperate with the Counseling staff on student problems associated with the instructor's class.
16. Inform students by the fifth week of the semester of class work below the "C" level.
17. Maintain the scheduled class hours assigned.

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18. Develop, in consultation with the immediate supervisor, an annual set of goals for the instructional area prior to the beginning of each school year.
19. Assume all other reasonable professional duties and responsibilities as assigned by the appropriate supervisor.

ESSENTIAL FUNCTIONS:

1. Must be able to communicate by telephone on a daily basis.
2. Must be able to provide verbal/visual presentations to students, department personnel, institution and Board of Trustees.
3. Be able to operate computers.

PERSONAL INTERACTION:

Frequent contact is made with all levels of college personnel, students and outside organizations in providing instruction in the area of expertise.

SUPERVISION EXERCISED:

Administrative and functional supervision is exercised over designated work-study students.

REQUIREMENTS:

Dependent upon the position to be filled.

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TORT LIABILITY STATEMENT: Coordinates the College Risk Management Program in a capacity appropriate to this position. This includes, but is not limited to, monitoring conditions, events and circumstances present through daily college operations, and communicating observations to the appropriate supervisor or taking necessary actions to correct, prevent or limit safety problems. May serve as a member of a committee that supports the health, safety and/or legal rights of visitors, students and staff. Such committees may include the AA/EEO, Sexual Harassment, and Safety/Loss Control committees. (Risk Management Categories VI, VII, IX. See Tort file.)

This description is intended to indicate the kinds and levels of work difficulty that will be required of the position that will be given the title and shall not be construed as declaring what specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

IN WITNESS WHEREOF, the parties hereunto have set their hands this 25th day of November, 2024.

BOARD OF TRUSTEES OF SAUK VALLEY COMMUNITY COLLEGE

By _____

Title Chair, Board of Trustees

Date 11/25/2024

By _____

Title College President

Date 11/5/2024

SAUK VALLEY COMMUNITY COLLEGE ADJUNCT FACULTY ASSOCIATION, IEA/NEA

By _____

Title Association President

Date 11.05.2024

By _____

Title Association Negotiator

Date 11-5-2024