

**Contract
Between the
Spoon River College Faculty Association
and the
Spoon River College Board of Trustees
For
2024-2025 through 2026-2027**

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RECOGNITION

The Board of Trustees of Spoon River College District #534, hereinafter referred to as the Board, recognizes the Spoon River College Faculty Association (IEA/NEA), hereinafter referred to as the Association, as the sole and exclusive bargaining agent for all full-time faculty, hereinafter referred to as Faculty.

The Board agrees not to bargain or consult with any other faculty organization, individual faculty member, or group of faculty members regarding the above-described bargaining unit for the duration of this contract.

This contract will remain in effect until the last day preceding the 2026-2027 academic year with the exception of Section V-5.1 Salary Schedule. Academic year 2024-2025 salaries have been established in Section V of this agreement; however, future academic year salary increase(s) will be bargained each academic year beginning no later than April 1 each year. Section V-5.1 Salary Schedule is the only provision of this agreement that can be bargained during the duration of this agreement. If future academic year salaries cannot be agreed upon, the academic year salary percentage increase (2%) will be in effect.

Example: If the College and the SRCFA do not reach a percent salary agreement for academic year 2025-2026, the percent salary agreement for academic year 2025-2026 will be 2%.

Section-I EMPLOYEE AND ASSOCIATION RIGHTS

1.1 Policies on Nondiscrimination

The policies on nondiscrimination are described in the Anti-Discrimination and Anti-Harassment Policy (3.1.1) and Sex Discrimination, Sexual Misconduct, and Interpersonal Violence Policy (Title IX) Policy 3.1.3.

1.2 Academic Freedom

The policy on academic freedom is described in the Freedom of Inquiry and Academic Freedom policy 8.1.4.

The college environment is an open intellectual forum where various opinions may be freely expressed and openly discussed. Faculty are entitled to freedom in the classroom to use materials and to discuss topics which are relevant to the subject, appropriate to their teaching methods, and conducive to the attainment of course objectives.

The faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When they speak or write as a citizen, they should make every effort to indicate that they are not an institutional spokesperson. Their special position in the community imposes special obligations. As a person of learning and an educational officer, they should remember that the public might judge their profession and institution by their utterances. Hence, they should at all times be accurate and show respect for the opinions of others.

The College will not refuse to provide books and other materials merely because of race or nationality, or because of the doctrinal disapproval of the contents. With respect to faculty rights and academic freedom, the Trustees adopt the position that, in a world of rapid change and recurrent crises, a college best serves its community, not as a stronghold of a rigid tradition, but as an open intellectual forum where varying shades of opinion may be freely expressed and fairly debated. Position values evolve from free exchange of ideas among broadly informed citizens and the progressive evolution of American institutions may depend upon their flexibility in meeting changing social and economic needs. The American democratic way of life is strong enough to stand on its own merits and substantial enough to survive comparison with that of any other system.

1.3 Materials Development

Any materials developed by a faculty on their own time and using their own equipment and/or resources (e.g., not college-owned property) are the property of the faculty for educational use, copyright, or publishing purposes. The College will be reimbursed by the faculty for any materials and for facility and staff usage associated with any commercial materials development, with the amount to be determined by the institution and the faculty member.

1.4 Dues Deduction

The Employer will deduct from each Association member's pay the current dues of the Association, the amount of which will be certified by the Association annually. Such deductions will be made in consecutive, substantially equal, biweekly installments, beginning with the first pay date in October and ending with the second pay date in May. All dues deducted by the College will be remitted as directed by the Association, no later than the first of the month after such deductions are made. Payroll deduction authorizations from each member at initial enrollment must be filed with the SRCFA treasurer. Dues will not be deducted until the treasurer notifies Human Resources of enrollment and deductions.

1.5 Right of Representation

When an Association member is required to appear before the Board or the administration for reasons of discipline or potential discipline, they will be entitled to have a representative(s) of the Association of their choice present. It is mutually agreed that the selection of an Association representative should be made in a timely manner but no later than five (5) college days. Further, when a faculty member is required to appear before the Board, the faculty member will be advised in writing five (5) working days prior to the Board meeting of the reason(s) for the requirement.

1.6 Personnel File

The policy on personnel records review is described in the Personnel Records Review policy 3.5.12.

1.7 Discipline Procedure (Just Cause)

1.7.1 Faculty Discipline

Discipline of faculty with just cause shall be progressive and corrective with the primary goal of improvement of performance. In matters of discipline, the College will follow the Progressive Discipline policy 3.5.13.

1.7.2 Just Cause

No tenured faculty member shall be discharged without just cause for dismissal in accordance with the Illinois Public Community College Act (IPCCA).

Non-tenured faculty shall be subject to dismissal for the following academic year pursuant to the IPCCA.

1.8 Updates to Policies and Job Descriptions Referenced in This Agreement

Updates to policies and job descriptions referenced in this agreement related to wages, benefits, and terms and conditions of employment (excluding federal and state law) will be negotiated using the principles of Interest Based Bargaining.

Section-II BOARD AND ADMINISTRATIVE RIGHTS

2.1 Rights and Responsibilities

The Board reserves and retains full rights, authority and discretion for the governance, operation, and administration of the College under the rules and regulations as set forth in the Illinois Community College Act subject to the provisions of this Agreement and the Illinois Educational Labor Relations Act (IELRA) and in conformance with the Constitution and laws of the State of Illinois and the Constitution and laws of the United States.

Section-III LEAVES

3.1 Sick Leave

The policy on sick time is described in the Sick Time Benefit policy 3.3.11. The fifteen (15) days will be credited on the first day of each academic year and may accumulate up to 360 unused/unpaid sick days. Faculty with a balance of sick time in excess of 360 days as of August 16, 2012, are allowed to carry a balance above 360 days and not exceed 360 days after falling below 360 days, once sick time is utilized.

Sick days can be used in half hour increments. If a faculty member uses sick leave, they will contact the appropriate supervisor as soon as possible prior to class start time. When necessary, an agreed upon strategy will be utilized to determine whether to cancel the class or use other resources to continue instruction.

3.1.1 Sick Leave Bank

A sick leave "bank" controlled by the executive committee of the Association and the Human Resources Director will be continued with existing days from the prior contract carried into this contract. The bank will have a maximum of eighty (80) days and will be replenished to the maximum eighty (80) days whenever it falls to a number that would allow drawing one (1) day from the sick leave of each faculty covered under this contract. Faculty who has exhausted their accumulated personal sick leave may make reasonable withdrawals following approval of a request presented to the executive committee of the Association. The Human Resources Director or their designee will be notified of the decision. The maximum allowance during an academic year for any one person will be sixty (60) days.

3.2 Personal Leave

The College will grant each faculty thirty-five hours per academic year of personal leave without loss of pay. Personal leave can be used in half-hour increments.

Except in the case of an emergency, written advance notice of personal leave will be submitted as soon as possible to the appropriate supervising administrator. The faculty will not be required to state a reason for personal leave. Personal hours that are not used during the academic year will be added to the accumulated yearly sick leave under the provisions of 3.1 Sick Leave.

If a faculty member uses personal leave they will contact the appropriate supervisor as soon as possible prior to class start time. When necessary, an agreed-upon strategy will be utilized to determine whether or not to cancel the class or use other resources to continue instruction.

3.3 Bereavement Leave

The policy on bereavement leave is described in the Bereavement Benefit policy 3.3.1.

3.4 Association Leave

The Association will be allowed to send a representative(s) to a regional, state, or national conference on Association leave, without loss of pay. A maximum of two (2) faculty will be allowed up to two (2) days each of Association leave each academic year. The Human Resources Director must be notified of all Association leaves one (1) working day prior to the leave.

3.5 Jury Duty

The policy on jury duty leave is described in Jury Duty Leave policy 3.2.5.

3.6 Military Leave

The policy on military leave is described in the Military Leave – Employee policy 3.2.6.

3.7 Leaves of Absence

Leaves of absence may be granted by the President for faculty for professional development. Leaves of absence for other reasons may be granted to faculty in order to attend such events as professional meetings, consulting assignments, community activities where representation of the faculty member is required, or other justifiable causes. Arrangements such as these must be pre-approved by the supervising administrator and will not cause any interference in the normal educative process. This leave is not to exceed one year and is without College pay and College paid benefits.

The faculty member shall notify the supervising administrator of the impending absence, and, upon approval, the supervising administrator or designee shall make all necessary arrangements to fulfill the faculty's assigned responsibilities during the period of absence. Faculty taking unpaid leave shall have their pay reduced based on the number of days missed relative to the number of days faculty are required to be present in the academic calendar.

Example: A faculty member at a salary level of \$40,000 for the school year takes thirty (30) days of unpaid leave. There are 158 days scheduled in the academic year in which the faculty member is required to be present. The faculty member's pay is thus decreased by $(30/158)*\$40,000 = \7595 , and the faculty member would receive the remaining \$32,405 in compensation.

3.8 Family and Medical Leave

The parties agree to compliance with The Family and Medical Leave Act (FMLA) policy 3.2.3. Parties agree to utilize the [Leave Calculator](#). In extenuating circumstances, consideration may be given to meet load as described in Section 4.2.1.

3.9 Sabbatical Leave

Spoon River College may, at its discretion, grant an eligible faculty member sabbatical leave for one (1) full academic year (two [2] semesters) at one-half of the employee's contractual salary for an academic year (two [2] semesters) or one-half of the academic year (one [1] semester) at full salary.

3.9.1 Eligible Faculty

For the purpose of this section, an eligible faculty member is a full-time faculty member of Spoon River College who has been employed by the district for six (6) consecutive academic years. An official leave of absence will not interrupt a faculty member's record of continual service.

3.9.2 Details of Sabbatical Leave

- The salary figure here is the contractual salary, which the faculty would receive for the academic year for which the sabbatical leave is to be taken.
- A faculty granted sabbatical leave receives all rights and privileges they would enjoy as an employee during that year. These rights and privileges include such things as retirement contributions, seniority credit in any category recognized by the college, and all fringe benefits currently applicable.
- When a sabbatical leave is completed, the faculty must comply with the eligibility requirements mentioned above before being considered for a subsequent sabbatical leave.
- Portions of the academic year in which the leave was granted will not be considered as part of the six (6) contractual academic years required for eligibility.
- Sabbatical leave may be granted for the purpose of formal study, educational travel, research, publication, acquiring experience that would enrich the contribution of the faculty, or other college-related work experience that contributes to the mission and goals of the college, and/or contributes to the faculty member's professional development. In addition, the application for leave must outline in detail the plan of program, anticipated results, and the professional value to the institution. A faculty on sabbatical leave may not render service for compensation in another institution

or enterprise. However, this shall not prevent the employee from receiving a fellowship, aid, grant, or stipend for study; the source of the income and the relation to the planned program must be stated in the application for leave.

- In the event the discontinuance of a program appears imminent, a faculty who has served six (6) consecutive academic years, and whose dismissal would occur because of the discontinuance of said program, shall be eligible for a sabbatical leave for the purpose of developing or refining qualifications to serve the college in another capacity.
- At the conclusion of a sabbatical leave, the faculty member must serve two (2) full academic years in teaching services with the College or repay one-half of the money they received while on leave for such year the faculty fails to fulfill these obligations. Inability to fulfill this commitment for reasons of health will nullify this requirement. If the employment is ended due to involuntary circumstances, repayment will be evaluated by the President.
- No more than two (2) full-time faculty members may be authorized for sabbatical leave in any one (1) academic year.
- In the event of an eligible faculty member having an application denied, the denial will not penalize the faculty member's eligibility for future sabbatical leave.

3.9.3 Procedures for Requesting Sabbatical Leave

- Sabbatical leave may be granted to an eligible faculty member who has completed six (6) years of continuous full-time service at the college since their last sabbatical terminated, excluding board-granted leaves of absence.
- Application for sabbatical leave shall be submitted to the Vice President and the Instructional Resources Committee of the College Senate by the first Friday of the spring semester preceding the academic year within which the leave is desired. The form for submitting said application will be available on the SRC Forms page. The committee will review applications and forward the full list of applicants, with such recommendations, commentary, or priorities as it shall determine by February 20 to the Vice President. The Vice President will forward their recommendations to the President no later than March 1. Should the Vice President and/or the President reject in whole or in part recommendations of the Instructional Resources Committee, they shall notify the committee in writing, stating the reason(s) for said rejections. The chairperson of the committee shall be given the opportunity to discuss the matter with the Vice President prior to the President's decision.
- The decision to grant (or reject) each sabbatical leave shall be made by the Board of Trustees.
- A formal contract between Spoon River College and the faculty member eligible for sabbatical leave will be affected in accordance with the above provisions.
- Upon returning to the college after sabbatical leave, the faculty member shall submit a full report in an approved format regarding their use of the sabbatical to the Vice President.
- The college may postpone a candidate's leave for one (1) year and substitute another candidate for that year, if such a leave would adversely affect a college program, department, or other area of specialization.

Section-IV EMPLOYMENT CONDITIONS

4.1 Hiring Practice

Spoon River College's objective is to hire the most competent and best qualified faculty available, within the College's fiscal means.

Likewise, in certain vocational and technical fields where adequate experience might be of prime importance, the level of formal education acceptable for employment might be less than the baccalaureate degree or its equivalent.

In all cases, competency in the areas of responsibility and the ability to create effective learning situations will constitute the major qualifications sought in faculty. Conditions of the salary and fringe benefits are referenced in the Salary and Fringe Benefits Section of this agreement.

4.2 Faculty Load

4.2.1 Standard Full-time Instructional Workload

The teaching load for full-time teaching faculty is thirty (30) instructor credit hours per academic year. Instructor credit hours will be defined as the following ratios:

- a. One (1) scheduled lecture hour per week per semester equals one (1) instructor credit hour.
- b. One (1) scheduled lab hour per week per semester equals one (1) instructor credit hour.
- c. Whenever a section has more than one (1) assigned faculty, the number of instructor credit hours will be divided by the number of faculty administratively assigned to that section according to the ratio of their respective responsibilities.
- d. Special consideration may be given when calculating load. Supervising administrator(s) will consider the following possibilities in order to best benefit the college and the faculty.

- assignment other than thirty (30) hours may constitute a full load
- lab help in the form of student or professional assistant
- use of part-time instructor(s) to help carry load

Example: Programs (including open labs) where lab course hours make up 40-percent or more of the faculty member's load (per semester), new programs being launched, programs being taught after being discontinued, on-boarding a new faculty in a small department, underload due to section cancelation, etc.

If the supervising administrator and faculty cannot reach agreement on instructor credit hours for full load, the President of the College, after discussion with the faculty and supervising administrator, will make the final decision as to what is a fair semester load.

- e. The full load for faculty assigned to an open lab will be twenty (20) contact hours per week, i.e., twenty (20) contact hours per week for 16 weeks in an open lab is equal to 15 load hours. Any hours less than 20 in an open lab will be pro-rated. Open labs may include developmental coursework and any other new open labs established. For faculty who are assigned lecture courses as well as open lab teaching, the load will be determined by calculating the percentage of load in each category (lecture versus open lab).

Example: A faculty member is assigned ten (10) hours per week in an open math lab assignment (which equals 7.5 credits toward semester load). The remaining teaching assignments of 7.5 or more credits are assigned to constitute a full-time load. Courses beyond the total thirty (30) full-time credit load for the academic year would be calculated at the overload rate.

- f. For faculty teaching in the ADN program, one (1) scheduled clinical hour per week per semester equals one (1.00) instructor credit hours.
- g. It is understood and agreed that continued recruiting and advising by faculty is beneficial to the interest of both parties.
- h. VSK courses are exempt from overload and summertime compensation rates except when VSK courses are used to make load for full-time faculty.
- i. Faculty members will have the opportunity to meet and confer with their appropriate supervising administrator prior to the finalization of the published class schedule, upon the faculty member's request.
- j. Load for Fall and Spring semester will be based on 10th day enrollment.

4.2.2 Faculty Load for Supervision of On-the-Job Training, Field Experience/Practicum, Co-op Course Work

Faculty load will be calculated at .07 X number of students X semester hours of course = instructor credit hours.

4.2.3 Independent Study

Faculty load for supervision of independent study will be calculated at credit hours X number of students X .2 = instructor credit hours.

4.2.4 Combined Lecture Option

Upon mutual agreement between the supervising administrator and the faculty member, two lecture/lab courses with the same course number (e.g., CHE160) can have a combined lecture. If the combined lecture section enrollment exceeds forty (40) students, one additional credit hour of load will be added to the faculty member's load.

4.2.5 Compounded Course Option

Upon mutual agreement between the supervising administrator and the faculty member, compounded courses (i.e., different courses with similar content) may be taught during the same lecture/lab period (e.g., ART111 and ART 213) unless the course enrollment justifies separate course meeting times. The course with full enrollment will be paid at the full load rate and the second course will be paid at the independent study rate.

4.3 On-Campus Hours

All teaching faculty are required to maintain eight (8) on-campus hours reasonably distributed in a workweek in addition to their assigned classroom responsibilities. The on-campus hours will be posted, clearly defining virtual availability and campus presence, as part of the faculty member's schedule.

- Faculty teaching online/hybrid courses may post up to one (1) regularly scheduled hour of availability online for every two (2) credit hours of online coursework, not to exceed four (4) hours of virtual availability.

- Additional virtual availability expectations: faculty will provide their own access to internet or telephone, and faculty would respond to communications which are received during this time by the scheduled end time.

On-campus hours may be used for committee assignments, student conferences, club advising, Learning Resource Center (LRC) research or study, student tutoring activities in the LRC, office hours, and other job-related activities. It is understood and agreed that all job-related duties must be completed by the end of the academic year.

4.4 Overload

4.4.1 Load Calculation

If a full-time faculty teaches more than thirty (30) credit hours for the academic year, they will receive additional compensation for each instructor credit hour beyond thirty (30) calculated at the following rate: 1.75% of MA Step 0.

- k. The College may assign the courses necessary to bring a faculty member's total annual load to a minimum of 30 credit hours per academic year.
- l. If a faculty member has fewer than 30 credit hours, assignment of courses may result in overload hours not to exceed four (4) credit hours per academic year. Any amount over the four (4) credit hours will be with the mutual agreement between the faculty member and the College.
- m. Faculty may teach two (2) overload courses or a maximum of eight (8) credit hours per academic semester. If course enrollment warrants additional classes, more than eight (8) hours of overload per faculty member may be offered. For full-time faculty with acceptable qualifications, it is the intention to apply principles of seniority to offering and assignment of overload classes.
- n. Full-time faculty members will have the first option of teaching overload classes at any campus and the classes shall be offered to full-time faculty with acceptable qualifications and on seniority basis.

Example: Two (2) full-time faculty members in the same department – Faculty Member #1 with ten (10) years' experience in the department at Spoon River College, Faculty Member #2 with five (5) years' experience, with four (4) courses offered in their discipline. Faculty Member #1 would be offered 1st choice of classes offered – no matter where they are offered. Faculty Member #2 would be offered 2nd choice – no matter where they are offered. Faculty Member #1 would be offered 3rd choice, and Faculty Member #2 would be offered 4th choice.

- o. Faculty's acceptance or rejection of the load schedule will be made within five (5) working days of the formal offer via email from the supervising administrator, or their designee, not including the Division Chair. The faculty member's acceptance/rejection of the load schedule appointment will be via e-mail. No "bumping" of overload is allowed after date of acceptance.
- p. Overload is not guaranteed.

4.4.2 Load Calculation of Faculty Hired Mid-Academic Year

If a full-time faculty member is hired in the spring term of the academic year, and the full-time faculty member teaches more than fifteen (15) credit hours for that spring academic term, they will receive additional compensation for each instructor credit hour beyond fifteen (15) calculated at the following rate: 1.75% of MA Step 0.

4.4.3 Load Calculation of Faculty Leaving Mid-Academic Year

If a full-time faculty member leaves after the fall term of the academic year, and the full-time faculty member teaches more than fifteen (15) credit hours for that fall academic term, they will receive additional compensation for each instructor credit hour beyond fifteen (15) calculated at the following rate: 1.75% of MA Step 0.

4.5 Summer School

Summer school is defined as any class that begins at any point from the last scheduled day of classes of the spring semester and ends at any point before the first day of classes of the subsequent fall semester or when the midterm of the class falls within this period.

Faculty may teach two (2) summer courses. If additional classes are needed, it is the discretion of administration as to who will be offered the additional courses.

Full-time faculty members will have the first option of teaching classes at any campus and the classes shall be offered to full-time faculty on a departmental seniority basis, as dictated in section 4.4.1.d of this agreement.

Acceptance or rejection of the appointment will be made within five (5) working days of the formal offer via email from the supervising administrator, or their designee, not including the Division Chair. The faculty member's acceptance/rejection of the summer course(s) appointment will be via e-mail.

- a. **Regular Instruction** - Instructors assigned to summer classes will be paid at the rate of 2.0% of MA, Step 0 per instructor contact hour.
- b. **Open Labs** – Instructors working in open labs will be paid 2.0% of MA step 0 for every twenty (20) contact hours.
- c. **Supervision of On-the-Job Training, Field Experience/Practicum (Internship), Co-Op Course Work** - Faculty load will be calculated at .07 X number of students X semester hours of course = instructor credit hours. Refer to the Travel and Travel Related Expenditures Policy 6.7 for mileage reimbursement.
- d. **Independent Study** –Faculty load for supervision of independent study will be calculated at credit hours X number of students X .2 = instructor credit hours.

4.6 Unusual Conditions (Closing of the College)

The policy on closing the college is described in the Closing of the College Policy 4.3.

If the College remains open but a faculty member requests remote work from home or a non-campus location, during which they would be otherwise providing instruction, engaging with students, and/or responding to communications, the faculty member will adhere to the following protocols and expectations:

- Faculty members are allowed two (2) occurrences per semester, with one (1) "occurrence" equivalent to one (1) day in which remote work was used. These occurrences do not accrue. The instructional administrator may consider additional occurrences due to extenuating circumstances.
- The remote work must be pre-arranged and should not be used in place of sick leave. The faculty member must get approval from their instructional administrator prior to announcing the temporary conversion to remote instruction to their students.
- Remote work is not meant to be a replacement for appropriate child care.
- If the faculty member lacks the appropriate technological infrastructure off campus, they should work with IT to ensure that the faculty member has access to the proper equipment. The College accepts no responsibility for damage or repairs to faculty-owned equipment if damaged during remote work.
- The faculty member will ensure that the same security measures designed to protect students, employees, vendors, and customers while on campus will be maintained at the remote work location.
- The College will not be responsible for costs associated with setting up the faculty member's home office, including furniture, electronics, lighting, etc.

4.7 Security

The College has the right to use non-audio surveillance to monitor and protect College property, employees, students, and guests. In all circumstances when the College installs and manages the equipment for extended use, the purpose of its use

will be as a deterrent, all bargaining unit members will be informed, and signs will be posted in clearly visible locations. Bargaining unit members may not obstruct or interfere with the operation of such equipment.

Under circumstances when law enforcement officials are involved for the investigation of possible criminal activity in instructional areas or involving bargaining unit members, the Association recognizes that the College has a legal duty to cooperate with those officials and such notification as outlined above to all members will not apply. Under no circumstances shall electronic devices of any kind be used in evaluation of a faculty member without their agreement.

4.8 Outside Employment

Employment at Spoon River College is considered the primary occupation of the faculty member. Faculty members may engage in outside employment activities, providing such activities do not interfere, compete, or conflict with the performance of their academic duties including those associated with College service, professional growth, and community service.

4.9 Division Chair

4.9.1 Selection and Employment of Division Chairs

The Division Chair is a tenured Spoon River College faculty member who provides leadership and coordination for all activities in a group of academic departments.

- q. In the final year of a Division Chair term (expiring on June 30), notice of a Division Chair vacancy will be sent via email to full time faculty in the appropriate division by the Human Resources Office. This notice is generally sent by April 1. The job description will be included in the posting. The posting will also include instructions for applying and a deadline by which a qualified applicant may apply (generally two [2] weeks).
- r. At the conclusion of the posting period, the Human Resources Office will provide application materials to the applicable supervising administrator for review.
- s. The Human Resources Office will provide a list of all qualified candidates via email to full-time faculty in the appropriate division requesting feedback regarding each candidate. Full-time faculty will generally have two (2) weeks to provide feedback, in writing, to the Human Resources Office.
- t. The Human Resources Office will compile faculty feedback and present the results to the applicable supervising administrator for consideration in the hiring process.
- u. The applicable supervising administrator will recommend a candidate with the final approval of the President.
- v. All candidates not selected will be informed by the applicable supervising administrator.
- w. If the College determines that a new Division Chair position should be created, the notice, posting, and timeframe will follow the steps outlined above.
- x. If the College decides to eliminate an existing Division Chair position, the term will expire June 30th of the academic year.

4.9.2 Responsibilities, Qualifications, Evaluation of Performance of the Division Chair

Responsibilities and qualifications are referenced in the Division Chair job description. Evaluation of performance and goal-setting will be conducted by the applicable supervising administrator on an annual basis.

4.9.3 Term of the Division Chair

A Division Chair will generally serve a three (3) year term. There is no limit on the number of terms an individual may serve; however, incumbents must reapply at the end of the typical rotation.

4.9.4 Compensation of the Division Chair

Compensation for serving as a Division Chair is referenced in Section 5.6.5 of this agreement.

4.10 Assessment Chair

4.10.1 Selection and Employment of Assessment Chair

The Assessment Chair is a tenured Spoon River College faculty member who provides leadership and coordination for developing and monitoring processes to assess student learning. The Assessment Chair is elected by a majority vote of Assessment Committee members.

4.10.2 Responsibilities, Qualifications, Evaluation of Performance of the Assessment Chair

Responsibilities and qualifications are referenced in the Assessment Chair job description. Evaluation of performance and goal-setting will be conducted by the Chief Academic Officer on an annual basis.

4.10.3 Term of the Assessment Chair

The term of the Assessment Chair is referenced in the Assessment Committee Bylaws.

4.10.4 Compensation of the Assessment Chair

Compensation for serving as the Assessment Chair is referenced in Section 5.6.4 of this agreement.

4.11 Commencement

Full-time faculty are required to be in attendance for commencement.

Section-V SALARY AND FRINGE BENEFITS

5.1 Salary Schedule

The salary schedule shall be generated as described below and is reflected in Appendix A of this agreement.

The schedule will consist of 18 lanes including AS, AS+15, AS+30, AS+45, BS, BS+8, BS+15, BS+23, MS, MS+8, MS+15, MS+23, MS+30, MS+38, MS+45, MS+53, MS+60, and DOC. Each lane advancement represents an increase of 1.5% (e.g. MA+8 Step 3 = MA Step 3 + 1.5% of MA Step 3). This shall remain consistent for each salary schedule for each year of the contract.

For the 2024-2025 academic year, the salary at AS Step 0 shall be \$39,581. This represents a 1.5% increase over the 2023-2024 AS Step 0 salary. Each step advancement represents an increase of 1.55% (e.g. MA Step 3 = MA Step 2 + 1.55% of MA Step 2).

It is the intention of both the Association and the Board that the salary schedule will continue to be used for the calculation of annual salary increases and the placement of newly hired faculty.

5.2 Payment Schedule

Faculty will be paid biweekly.

5.3 Schedule Placement

The President or their designee will determine prior work/teaching experience of newly appointed faculty. They may seek the recommendations of others in doing so. All new faculty will be notified of their placement on the salary schedule. All faculty will be placed on the schedule according to education and allowed prior teaching and/or related occupational experience. Faculty shall have sixty (60) college days from the full-time start date to challenge the initial placement. If salary placement is not challenged within sixty (60) days as referenced above, no additional prior training, semester hours, or experience will be recognized for salary purposes.

Spoon River College will make every effort to ensure that new full-time faculty teaching college transfer courses are employed with a minimum of a master's degree in the subject area taught or a related area.

Faculty will be placed on the schedule according to the provisions that follow:

Credit for prior teaching will be credited at the rate of up to 10 years according to the following criteria unless an exception is made by the President as outlined below:

- a. Full-time K – 12 will be credited at the rate of 1.5 years = one (1) year.
- b. Part-time college-level teaching will be credited at the rate of 30 credit hours = one (1) year.
- c. Prior direct work experience will be credited at the rate of 1.5 years = one (1) year.
- d. Directly related work experience and prior teaching experience may be credited up to ten (10) years for the purpose of vertical placement.

Faculty can be placed higher than specified in the above criteria in order to accommodate market demands or other related employment criteria. If the college hires an employee at a higher rate to accommodate market demand or other related employment criteria, the salary of the existing faculty in the same specific discipline (not broad like Humanities, but more specific, such as Psychology) shall be increased to one step above the new employee's step placement. The College shall provide the Association chairperson with a report justifying the purpose for the exception.

5.4 Vertical Advancement on the Salary Schedule

A faculty member will be advanced vertically on the salary schedule one (1) step each academic year following their first year of employment.

5.5 Horizontal Advancement

5.5.1 Qualifying for Horizontal Advancement

- a. Faculty must have completed an associate's degree or beyond before they may qualify for horizontal salary movement.
- b. Each faculty member will be advanced horizontally on the schedule one (1) lane upon the successful completion of the appropriate number of credits needed to advance to the next lane. To qualify, credits must be approved by the Vice President prior to the faculty member taking the class.

- c. A faculty member will be advanced horizontally on the salary schedule in accordance with approved additional completed study.
- d. Only transcribed credit from a regionally accredited institution will be accepted for horizontal advancement, unless otherwise approved by the Vice President.
- e. A faculty member will be limited to moving one (1) lane of advancement per academic year.

5.5.2 Effective Date of Horizontal Advancement

- f. Horizontal advancement will only occur at the beginning of the academic year. Earned credit for horizontal movement completed prior to the opening of the Fall semester will be credited on the Fall semester contract. In all cases, official transcripts must be furnished to Human Resources before credits will be granted.
- g. All earned credits to be used for movement on the salary schedule must be submitted to Human Resources no later than July 1 for salary adjustment starting with the new academic year. However, the faculty member must notify Human Resources by May 15 if they plan to take a course that summer and submit the credit for horizontal advancement in order to get the funds secured for next year's budget.
- h. All credits must be earned before the start of the fall semester.

5.5.3 Horizontal Advancement for Degree Earned

A faculty member earning a degree will advance to the appropriate degree lane (BA, MA, or DOC). Faculty who are on a path to move more than one (1) lane per academic year must identify their planned degree date in Section 2 of the [Course Request/Horizontal Advancement Form](#). Failure to identify multiple lanes of advancement in one (1) year may result in partial denial of the Horizontal Move Application.

- a. For faculty members with a master's degree, credit for horizontal advancement will only be allowed for graduate courses from a regionally accredited institution in their teaching field or closely related area, unless otherwise previously approved by the Vice President.
- b. For faculty members with a bachelor's degree, credit for horizontal advancement will only be allowed for graduate courses from a regionally accredited institution towards a master's degree in their teaching field or closely related area, unless otherwise previously approved by the Vice President.
- c. For faculty members with an associate's degree, credit for horizontal advancement will only be allowed for undergraduate courses from a regionally accredited institution towards a bachelor's degree in their teaching field or closely related area, unless otherwise previously approved by the Vice President.
- d. Faculty members advancing more than one lane per academic year which results in a salary increase of over 6% must sign a Hold Harmless Agreement stating:

*By accepting this salary increase, I acknowledge that the salary increase above represents more than a 6% salary increase from the previous year's fiscal salary. By signing this agreement, I agree to reimburse Spoon River College for any penalties up to **\$5,000** that may be incurred due to the State University Retirement System (SURS) 6% Rule, if I should voluntarily terminate my employment within five years of this agreement. I understand that penalties imposed upon Spoon River College would not occur until such time as my application for retirement is submitted.*

5.5.4 Payment for Horizontal Advancement Credits

If a Spoon River College course is taken and the Vice President approves its use for horizontal advancement, the faculty member must pay the full cost of the course (full tuition and fees) and not accept the tuition waiver normally offered by the College.

The Association agrees that there will be no reimbursement of graduate and/or undergraduate coursework as outlined in the education reimbursement Education Assistance/Job Related Training Benefit policy 3.3.3. All earned credit from regionally accredited institutions will be credited toward horizontal movement on the salary schedule.

5.5.5 Horizontal Advancement for Workshop or Technical Training

Upon pre-approval from the Vice President, attending a workshop or technical training session, for which the faculty member pays for all of the costs associated with said training, shall be granted one (1) earned credit for every sixteen (16) workshop contact hours. The workshop contact hours must be verified with documentation required by the college from the entity conducting the training in order for the faculty to receive credit. The decision of the Vice President whether or not to grant credit for the workshop or technical training session is not subject to grievance.

5.5.6 Horizontal Advancement for Work Experience

Upon pre-approval from the appropriate instructional administrator, faculty earning work experience shall be granted one (1) earned credit for every forty (40) hours worked. These hours must be verified with documentation required by the College from the entity providing the work experience in order for the faculty to receive credit. The decision of the appropriate instructional administrator whether or not to grant credit for the work experience is not subject to grievance.

5.6 Additional Salary Schedule Conditions

5.6.1 Notification of New Employee

The College will post the current College Bargaining Agreement on its website. The President or their designee will inform the Association chairperson, via email, of the appointment and salary placement of a candidate receiving an offer of employment.

5.6.2 Reduction in Contractual Salary

Absence of a faculty member during teaching days for any reason not covered by leave policies will cause a reduction in the contractual salary in proportion to the number of days in the academic year.

5.6.3 Temporary Substitution Compensation

If a full-time faculty member is absent due to illness or disability (as defined in the college's FMLA policy 3.2.3), the college may with mutual agreement of the absent faculty member (or SRCFA chairperson if absent faculty member is incapacitated) request another full-time faculty member to serve as a substitute in fulfilling the responsibilities of the absent faculty member on a temporary basis. Faculty retain the right to refuse this additional assignment.

Compensation for temporary substitution will be calculated based on the number of class meetings the full-time faculty member substituted and will be added to the substitute faculty member's load as indicated below.

Compensation:

A substitute faculty member will be compensated at the following rates.

- Each 50-minute lecture session will count as 0.0625 credits of load.
- Each 75-minute lecture session will count as 0.09375 credits of load. Each lab hour will count as 0.0625 credits of load.

Example:

A faculty member substitutes for two fifty-minute class sessions and one two-hour lab. The following would be added to this faculty member's total load:

$$\begin{aligned} & (2 \text{ fifty-minute sessions}) * (0.0625 \text{ credits per session}) \\ & + (2 \text{ lab hours}) * (0.0625 \text{ credits per lab hour}) \\ & = 0.25 \text{ credits of load.} \end{aligned}$$

5.6.4 Additional Credit Opportunities

Faculty will be granted credit for the following activities in the academic year in which the activity is completed. No additional compensation will be awarded for the following activities:

- | | |
|--|---|
| • Peer Mentor | 0.50 credit per year |
| • Peer Assistance Committee Member | 0.25 credit per year |
| • Senate Chair | 0.50 credit per year |
| • Curriculum Committee Chair | 0.50 credit per year |
| • Student and Academic Affairs Committee Chair | 0.25 credit per year |
| • Instructional Resources Committee Chair | 0.25 credit per year |
| • Faculty Advisor (minimum of 15 students advised) | 0.50 credit per year |
| • Assessment Chair | 3.00 credit per Fall/Spring semester
1.00 credit per Summer semester |
| • Theater Production Director* | 3.00 credit per semester |

**(maximum of 3 credit hours per fall and spring semester – 6 credit hours maximum per academic year)*

5.6.5 Compensation for Division Chairs

Existing Division Chair positions will be paid an annual stipend of \$5,000 and will be credited with six (6) hours teaching load per semester. Existing Division Chairs include:

- Natural Science and Mathematics
- Social Behavioral and Health Sciences
- English Communication and Fine Arts
- Agricultural and Industrial Technologies

If a new Division Chair position is created, payment and credited teaching load per semester will be bargained for prior to posting the newly created vacancy.

SRCA contractual language will apply for any additional teaching resulting in overload pay.

5.6.6 Compensation for New or Substantially Redesigned Courses

This additional salary opportunity is designed to compensate faculty for the development of courses new to the college or courses that need a substantial redesign of curriculum, materials, and/or delivery modes. A new course is a course that has not been previously offered by the institution. A substantially redesigned course is a course in which the delivery, material, and/or content needs a significant update. Development of Special Topic 290 courses may not be eligible for compensation.

In order to receive compensation for the development of a new or substantially redesigned course:

- A compensation request form must be submitted to and approved by the Vice President, using the appropriate form, prior to delivering and prior to May 1. The approval form may be obtained from the appropriate instructional administrator.
- The request must include a clear description of the anticipated work load and justification of the course redesign.
- If multiple faculty members collaborate in the course development or redesign, the request must also include an expected distribution of compensation. The distribution of compensation between the faculty will be pre-approved and based on the division of anticipated workload.
- The course or redesign must have mutual approval of the faculty member(s) and the College.

Development/Delivery Compensation: For each approved new or redesigned course developed and delivered, the faculty member(s) will be compensated at a rate of 3.5% of MA Step 0 per course at the end of the term when the course is first delivered. The total compensation for one course will not exceed the above rate. The College retains all rights to the ownership of the course.

5.7 Board Paid Tax-Sheltered Retirement

The salary schedule reflects the total amount including taxable as well as tax-deferred deductions. The College will continue to administer these deductions.

5.8 Insurance

5.8.1 Medical/Dental/Vision Coverage

The Spoon River College Insurance Committee, as authorized by the Board of Trustees, is comprised of an equal number of full-time employees from each job classification. The committee is responsible for selecting group health insurance plans and health insurance providers for eligible employees in compliance with federal and state law, Health Insurance Benefit Policy 3.3.5, and Insurance Committee By-Laws.

5.8.2 Medical/Dental/Vision Employee Premiums

The Spoon River College Insurance Committee determines annual employee health insurance premiums in compliance with federal and state law, Health Insurance Benefit Policy 3.3.5, and Insurance Committee By-Laws.

5.8.3 Cafeteria Plan (Section 125)

The board will continue the Cafeteria Plan under Section 125 of the IRS code for insured benefits (employee-paid insurance premiums) established January 1, 1992.

5.8.4 Group Term Life Insurance

The Board will provide term life insurance for each faculty member in the amount of two (2) times their base contractual salary.

5.9 Bookstore

Eligible faculty may receive a College bookstore discount per the College's Bookstore Discount Policy 3.3.2.

5.10 Tuition Reimbursement

Eligible faculty may receive tuition reimbursement per the guidelines of the College's Education Assistance/Job Related Training Benefit policy 3.3.3.

5.11 Variable Tuition for Dependents

Eligible faculty may receive variable tuition per the guidelines of the College's Variable Tuition policy 3.3.15.

5.12 Mileage

The policy on mileage reimbursement is described in the Travel and Travel Related Expenditures policy 6.7.

Section-VI EMPLOYEE EVALUATION

Instructional improvement is the overall goal of the evaluation process at Spoon River College. The focus of the process is to identify strengths and areas needing improvement related to instruction and to plan improvement strategies for areas of concern.

6.1 Organization

All faculty are evaluated using the procedures listed in section 6.2 of this agreement.

Evaluation documents related to student and administrative evaluations are signed by the instructor and the appropriate instructional administrator and placed in the instructor's personnel file. The instructor has the opportunity to review all documents and attach a written response prior to placement in the personnel file. The written response may agree or disagree and can provide clarification, differences of opinion, or disagreement with any item or comment in the evaluation documents. Such statements are a part of the record of evaluation and are included in the personnel file with all other evaluation documents.

6.1.1 Faculty Responsibilities

Faculty employment responsibilities are outlined in the agreed upon job descriptions and policy 8.1.2. Job descriptions include:

- Faculty (Transfer) – Full time
- Faculty (Career and Technical Education) – Full time
- Faculty (Developmental Education)
- Nursing Faculty
- Faculty Advisor
- Division Chair (Transfer)
- Division Chair (Agricultural and Industrial Technologies)
- Assessment Chair

6.2 Evaluation of Teaching Effectiveness

6.2.1 Student Evaluation of Instruction

All courses will conduct anonymous student evaluations each semester. Student evaluations will be electronically administered using the Learning Management System. Evaluations are automatically accessible to students after 80% of the course has been completed. The evaluation will be accessible to students for a minimum of five (5) calendar days and a maximum of ten (10) calendar days, depending on the length of the course.

Course Length	Evaluation Availability
8 weeks or longer	10 calendar days
7 weeks or less	5 calendar days

Faculty will be notified a minimum of two (2) weeks prior to the start of a student evaluation period. Faculty will not have access to student evaluation results until final grades are submitted. The Office of Instruction will provide the approved standardized evaluation. Any changes to the evaluation tool must be approved by College Senate. Each semester, individual faculty will have the option to add up to five (5) questions to each course evaluation in addition to the standard evaluation questions.

6.2.2 Administrative Review of Student Evaluation of Instruction

For tenured faculty, student evaluations are reviewed at least once every three (3) years. A written report emphasizing areas of strength and how to address areas needing improvement is developed by the faculty member and reviewed with the supervising administrator during the meeting. The report template is provided by the supervising administrator and completed by faculty prior to the meeting. Any agreed upon changes to the report will be submitted to the supervising administrator within ten (10) days after the meeting.

Non-tenured faculty will meet with the supervising administrator to review student evaluations each semester, beginning with the second semester of employment. These meetings will occur no later than the fourth week of the semester. Non-tenured faculty will submit a written report each semester emphasizing areas of strength and how to address areas needing improvement. This report is reviewed with the supervising administrator during the meeting. The report template is provided by the supervising administrator and completed by faculty prior to the meeting. Any agreed upon changes to the report will be submitted to the supervising administrator within ten (10) days after the meeting.

6.2.3 Administrative Observation

- a. Full-Time Tenured Faculty: For tenured faculty, administrative evaluations are conducted at least once every three (3) years. The evaluation consists of course observations, a review of Instructional Planning, and participation in college-related recruitment, retention, committee work and student activities. One classroom observation is performed unless the instructor and the supervising administrator mutually agree to additional visits during the particular semester or other semesters.
- b. Full-Time Non-Tenured Faculty: Administrative evaluations will be conducted at least once but no more than twice each semester during the first year. Administrative evaluations may be conducted at least once but no more than twice during each of the second and third years. Administrative evaluations will consist of course observations, a review of Instructional Planning, and participation in college-related recruitment, retention, committee work and student activities as well as a review of documents related to the selected classroom observations.
- c. All Faculty: The supervising administrator or their designee conducts the administrative evaluation. Both the instructor and the supervising administrator have the right to invite the President or their designee to participate in the evaluation.

The supervising administrator has the privilege of requesting evidence of preparation for the class session.

The supervising administrator or their designee prepares a written report of the observation and provides a copy of the report to the instructor no later than ten (10) working days after the visit. The instructor schedules a conference within ten (10) working days of receiving the report to discuss the observation report.

If the President or their designee participates in the classroom observation, they also submit a written report within ten (10) working days to the instructor. The instructor schedules a joint follow-up conference of all three (3) parties within ten (10) working days of receiving the report.

6.3 Peer Assistance Committee (Non-Tenured Full-Time Faculty)

- a. The supervising administrator will assign a tenured faculty mentor to the non-tenured faculty member at the beginning of the first semester. When possible, the mentor should be in a closely related discipline. The mentor is responsible for providing orientation and assistance with instruction during the first semester. The mentor participates as a member of the peer assistance team after the first semester.
- b. The tenured faculty mentor and two other tenured faculty members conduct peer assistance. The supervising administrator assigns one and the non-tenured faculty member will select the other.
 - 1) Refer to section 5.6.4 of this agreement for credit earned for participating as a peer mentor or peer assistance committee member.
 - 2) A tenured faculty member can serve as a mentor for only one (1) non-tenured faculty member at a time.
 - 3) A tenured faculty member can be a peer committee member for no more than two (2) non-tenured faculty members simultaneously.
 - 4) Administration may replace the mentor and/or committee members for failure to perform the above duties. If this occurs during an academic term, no credit for salary advancement will be issued.
- c. Peer assistance is a continuous process during the three (3) year period. Written reports will be coordinated by the mentor and submitted to the appropriate supervising administrator during the second, fourth, and fifth semesters.

- d. The second and fourth semester reports must be provided to the supervising administrator, no later than April 1 (Fall Hire) or November 1 (Spring Hire). The fifth semester written report is a composite report reflecting the three (3) year period and is due no later than December 1 (Fall Hire) or May 1 (Spring Hire) to the supervising administrator.
- 1) During the second, fourth, and fifth semesters, the peer assistance committee will schedule a conference with the non-tenured faculty member and submit written reports to the Supervising Administrator as follows:

Action Due	Fall Hire	Spring Hire
2 nd Semester - Peer Assistance Committee will schedule a conference with the non-tenured faculty member each year no later than:	March 15 th	October 15 th
2 nd Semester Written Report due to Supervising Administrator	April 1 st	November 1 st
4 th Semester - Peer Assistance Committee will schedule a conference with the non-tenured faculty member each year no later than:	March 15 th	October 15 th
4 th Semester Written Report due to Supervising Administrator	April 1 st	November 1 st
5 th Semester - Peer Assistance Committee will schedule a conference with the non-tenured faculty member each year no later than:	November 15 th	April 15 th
5 th Semester Written Report due to Supervising Administrator	December 1 st	May 1 st

- The supervising administrator will review the peer assistance committee report and will schedule a meeting, if necessary, to be held no later than five (5) days before the tenure decision is taken to the Board of Trustees. The purpose of the meeting will be to discuss the peer assistance committee observations and reports.
- e. Necessary components of peer assistance will be:
- Classroom Observation
 - The full-time faculty mentor will conduct a classroom observation a minimum of once per semester.
 - Other peer assistance committee members will conduct a classroom observation a minimum of once per year.
 - The appropriate approved form will be obtained from the Office of Instruction.
 - Peer Observation
 - The non-tenured faculty member will observe the classroom of a tenured faculty member a minimum of once per semester.
 - The tenured faculty member's classroom to be observed will be agreed upon by the non-tenured faculty member, the peer assistance committee members, and the tenured faculty member to be observed.
 - Follow-up discussion will be held between peer assistance committee members and the non-tenured faculty member. This follow-up discussion may be part of second, fourth, and fifth semester conference with the peer assistance committee.
 - The appropriate approved form will be obtained from the Office of Instruction.

- 3) Review of Documents
 - The peer assistance committee will receive and review the non-tenured faculty member's syllabi, including a course outline, prior to being submitted to the supervising administrator. The peer assistance committee may make observations or suggestions as appropriate.
 - All forms used for observations/evaluations will be consistent and must have prior approval of the College Senate.

6.4 Full-Time Non-Tenured Faculty Extension Evaluation

6.4.1 Definition of Tenure Extension Period

The tenure extension period shall be deemed to begin in the semester following notification of the extension. For example, if a faculty member was hired in the fall, notification of tenure extension will be given during their sixth semester of employment at the board meeting that falls a minimum of sixty (60) days prior to the end of the school term; and the extension period will begin the following fall semester. However, if the faculty member was hired in the spring semester, and because of Illinois statute 110 ILCS 805-3B-2, notification must be given in the faculty member's fifth semester rather than in the sixth semester. In this case, the tenure extension will start during the faculty member's sixth semester and continue into their seventh semester.

6.4.2 Organization of Tenure Extension Evaluation

Non-tenured full-time faculty members who have their tenure decision extended will be evaluated via the evaluation approaches listed under section 6.2 of this agreement.

Evaluation documents related to administrative evaluations are to be signed by the faculty member and the supervising administrator and placed in the faculty member's permanent personnel file. The faculty member will have the opportunity to review the documents and attach a written response prior to placement in the permanent personnel file. These comments may be in agreement or disagreement and can provide clarification, differences of opinion, or disagreement with any item or comment in the evaluation document. Such statements are a part of the evaluation record and are included in the permanent personnel file with other evaluation documents.

Section-VII GRIEVANCE PROCEDURE

7.1 Definitions

7.1.1 Grievance

A complaint arising out of the violation of one (1) or more of the express provisions of the agreement.

7.1.2 College Days

As used in this procedure, will mean any day on which college offices are open for normal business, not including Saturdays, Sundays, or scheduled holidays.

7.1.3 Grievant

A bargaining unit member or the Association who lodges a complaint.

7.2 Procedural Guidelines

7.2.1 Representation

Legal counsel and/or an IEA representative will be permitted to participate in any meetings held. If the Board holds a meeting with the grievant, the legal counsel or IEA representative will be permitted directly to question or cross examine witnesses.

7.2.2 Rights of the Grievant

The grievant may be represented by the Association, should said request be made to the Association and the Association agrees to bear said responsibility. If the grievant chooses to have the Association represent them, then said representation may not be revoked during the entire grievance process nor may the grievant resubmit the grievance to represent them.

7.2.3 Time Limits

The filing of any grievance or appeal from any step of this grievance procedure will be accomplished within the time limits specified, and in the event such is not done, the grievant and/or the Association will not be able to appeal this specific grievance to any additional steps; therefore, the grievance will be withdrawn. The time limits may be extended

upon mutual written agreement of both parties. Failure to communicate a decision at any step of this grievance procedure within the specified time limits will permit it to be advanced to the next step of the procedure unless a longer period is established by mutual written consent.

7.2.4 Informal Resolution

In the event that a faculty member believes that they have a basis for a grievance, they will first informally discuss the issue with the appropriate administrative officer in charge of that area to which the issue relates. The faculty may request that the local Association representative accompany them to this meeting.

7.3 Grievance Steps

Step 1: If the issue is not resolved to the satisfaction of the faculty or the Association during informal resolution, within sixty (60) college days after the occurrence or condition, giving rise to the issue, the faculty or association will present a written grievance to the Human Resources Director.

Step 2: If the grievance is not resolved to the satisfaction of the grievant or the grievant's designee in Step 1, the grievant or the grievant's designee may appeal the decision to the President and Board of Trustees within fifteen (15) college days after receipt of the written decision from Human Resources Director in Step 1. The President and Board of Trustees thirty-five (35) college days (or extended upon mutual agreement) after receipt of a written grievance appeal to investigate the matter and, if necessary, convene a meeting at which the grievant may present the grievance. The President will submit a written response with supporting reasons of the answer to the grievant within five (5) college days after the meeting.

Step 3: If the grievance is not resolved to the satisfaction of the Association in Step 2, the Association may within fifteen (15) college days after receipt of the written decision of the President and Board of Trustees, submit the grievance to final and binding arbitration through the Federal Mediation and Conciliation Service, which will act as the administrator of the proceedings. If a demand for arbitration is not filed with the Federal Mediation and Conciliation Service within fifteen (15) college days, then the grievance will be deemed withdrawn.

7.4 General Provisions

7.4.1 By-pass Provision

Any step of the grievance procedure may be bypassed by mutual consent of the Association and the College.

7.4.2 Point of Origin

A grievance will be lodged at its point of origin, and the general procedure relating to that step will apply, including the right to appeal.

7.4.3 Appearance and Representation

No formal meetings or hearings of any grievance may be conducted by the College without notification to the Association.

Hearings and/or meetings under this procedure will be conducted at a time and place that will afford a fair and reasonable opportunity for all persons, including witnesses, to be present.

7.4.4 Grievance Withdrawn

A grievance may be withdrawn without prejudice at any step. A grievance, once withdrawn, may not be reinstated.

7.4.5 No Reprisals

No reprisals will be taken by the Board or the Administration against any faculty because of the faculty member's participation in a grievance.

Section-VIII LAYOFF AND RECALL

Should a layoff of faculty ever become necessary, the procedure will follow that outlined in the Public Community College Act, School Code No. 122.103, Tenure Act.

Section-IX AGREEMENT

9.1 Complete Understanding

The terms and conditions of this contract may be modified through the written mutual consent of the parties.

9.2 Revision of Contract

If any provision of this contract is found to be in violation of state or federal law, only that provision will be renegotiated to bring it into compliance.

Any changes to this contract shall not in any way be related to or contingent upon the opening of any other aspect of this agreement.

9.3 Term of Agreement

The implementation date of this contract is August 15, 2024. The terms of this contract will be in effect through the last day preceding the 2027-2028 academic year. The terms of this contract supersede all prior contracts, settlements, past practices, or memoranda of agreement. Upon demand by either party prior to March 31, 2027, bargaining will commence in good faith on the entire contract for the 2027-2028 academic year. This contract may be extended by mutual agreement of both parties. The Association will not strike during the term of this contract.

Signed this _____ day of _____, 2024.

For the Spoon River College Faculty Association:

For the Spoon River College District #534 Board of Trustees:

Brian Dalpiaz, SRCFA Chair

Board of Trustees Chair

Andrew Kirk

Board of Trustees Secretary

Bridget Loftus

Todd Thompson

DEFINITIONS

Academic year: The number of class days as described by the College calendar for fall and spring semester each academic year, including the fall in-service day through spring semester commencement or when final spring grades are due, whichever is later, including the faculty spring in-service day. Fall in-service day is scheduled on the Thursday preceding the fall semester (optional “in-office” day on the Friday preceding the fall semester).

Association: The Spoon River College Faculty Association and its authorized representatives.

Board: The Board of Trustees of Public Community College District Number 534 and its authorized representatives.

College: Spoon River College.

Faculty: The terms “faculty,” “faculty member,” or “full-time faculty” refer to those employees specifically included in the bargaining unit described in the Recognition Clause.

Instructor Credit Hour: An instructor credit hour is defined as 750 minutes of scheduled course contact time with students.

Open Lab: Courses that include only lab hours (no lecture) in which students are required to master the objectives of the coursework on an individualized timeframe within an academic semester. The open lab has defined hours of availability. Students may complete assignments from multiple courses during the open lab period.

Policies: The policies referenced in this contract are the policies from the Policies and Procedures Manual effective on August 15, 2024.

Summer School: Any class that begins at any point from the last scheduled day of classes of the spring semester and ends at any point before the first day of classes of the subsequent fall semester or when the midterm of the class falls within this period.

Will/Shall: The terms “will” and “shall” are used interchangeably and are understood to mean “has a duty to and must do.”

APPENDIX A – SALARY SCHEDULES

Appendix A contains the following Salary Schedules:

Salary Schedule for 2024-25

SRCFA Salary Schedule 2024-2025 Academic Year

AS Step 0 Increase: 1.50%

Step Increases: 1.55%

STEP	AS	AS+15	AS+30	AS+45	BS	BS+8	BS+15	BS+23	MA	MA+8	MA+15	MA+23	MA+30	MA+38	MA+45	MA+53	MA+60	DOC
STEP 0	39,581	40,175	40,777	41,389	42,010	42,640	43,280	43,929	44,588	45,257	45,935	46,624	47,324	48,034	48,754	49,485	50,228	50,981
STEP 1	40,195	40,797	41,409	42,031	42,661	43,301	43,950	44,610	45,279	45,958	46,647	47,347	48,057	48,778	49,510	50,252	51,006	51,771
STEP 2	40,818	41,430	42,051	42,682	43,322	43,972	44,632	45,301	45,981	46,670	47,370	48,081	48,802	49,534	50,277	51,031	51,797	52,574
STEP 3	41,450	42,072	42,703	43,344	43,994	44,654	45,323	46,003	46,693	47,394	48,105	48,826	49,559	50,302	51,057	51,822	52,600	53,389
STEP 4	42,093	42,724	43,365	44,015	44,676	45,346	46,026	46,716	47,417	48,128	48,850	49,583	50,327	51,082	51,848	52,626	53,415	54,216
STEP 5	42,745	43,386	44,037	44,698	45,368	46,049	46,739	47,440	48,152	48,874	49,607	50,352	51,107	51,873	52,652	53,441	54,243	55,057
STEP 6	43,408	44,059	44,720	45,390	46,071	46,762	47,464	48,176	48,898	49,632	50,376	51,132	51,899	52,677	53,468	54,270	55,084	55,910
STEP 7	44,080	44,742	45,413	46,094	46,785	47,487	48,199	48,922	49,656	50,401	51,157	51,925	52,703	53,494	54,296	55,111	55,937	56,777
STEP 8	44,764	45,435	46,117	46,808	47,511	48,223	48,947	49,681	50,426	51,182	51,950	52,729	53,520	54,323	55,138	55,965	56,805	57,657
STEP 9	45,458	46,139	46,832	47,534	48,247	48,971	49,705	50,451	51,208	51,976	52,755	53,547	54,350	55,165	55,993	56,832	57,685	58,550
STEP 10	46,162	46,855	47,557	48,271	48,995	49,730	50,476	51,233	52,001	52,781	53,573	54,377	55,192	56,020	56,860	57,713	58,579	59,458
STEP 11	46,878	47,581	48,295	49,019	49,754	50,501	51,258	52,027	52,807	53,599	54,403	55,219	56,048	56,889	57,742	58,608	59,487	60,379
STEP 12	47,604	48,318	49,043	49,779	50,525	51,283	52,053	52,833	53,626	54,430	55,247	56,075	56,917	57,770	58,637	59,516	60,409	61,315
STEP 13	48,342	49,067	49,803	50,550	51,309	52,078	52,859	53,652	54,457	55,274	56,103	56,945	57,799	58,666	59,546	60,439	61,345	62,266
STEP 14	49,091	49,828	50,575	51,334	52,104	52,885	53,679	54,484	55,301	56,131	56,973	57,827	58,695	59,575	60,469	61,376	62,296	63,231
STEP 15	49,852	50,600	51,359	52,130	52,911	53,705	54,511	55,328	56,158	57,001	57,856	58,724	59,604	60,498	61,406	62,327	63,262	64,211
STEP 16	50,625	51,384	52,155	52,938	53,732	54,538	55,356	56,186	57,029	57,884	58,752	59,634	60,528	61,436	62,358	63,293	64,242	65,206
STEP 17	51,410	52,181	52,964	53,758	54,564	55,383	56,214	57,057	57,913	58,781	59,663	60,558	61,466	62,388	63,324	64,274	65,238	66,217
STEP 18	52,207	52,990	53,785	54,591	55,410	56,241	57,085	57,941	58,810	59,693	60,588	61,497	62,419	63,355	64,306	65,270	66,249	67,243
STEP 19	53,016	53,811	54,618	55,437	56,269	57,113	57,970	58,839	59,722	60,618	61,527	62,450	63,387	64,337	65,303	66,282	67,276	68,285
STEP 20	53,838	54,645	55,465	56,297	57,141	57,998	58,868	59,751	60,648	61,557	62,481	63,418	64,369	65,335	66,315	67,309	68,319	69,344
STEP 21	54,672	55,492	56,324	57,169	58,027	58,897	59,781	60,677	61,588	62,511	63,449	64,401	65,367	66,347	67,343	68,353	69,378	70,419
STEP 22	55,519	56,352	57,198	58,055	58,926	59,810	60,707	61,618	62,542	63,480	64,433	65,399	66,380	67,376	68,386	69,412	70,453	71,510
STEP 23	56,380	57,226	58,084	58,955	59,840	60,737	61,648	62,573	63,512	64,464	65,431	66,413	67,409	68,420	69,446	70,488	71,545	72,619
STEP 24	57,254	58,113	58,984	59,869	60,767	61,679	62,604	63,543	64,496	65,464	66,445	67,442	68,454	69,481	70,523	71,581	72,654	73,744
STEP 25	58,141	59,013	59,899	60,797	61,709	62,635	63,574	64,528	65,496	66,478	67,475	68,488	69,515	70,558	71,616	72,690	73,781	74,887
STEP 26	59,043	59,928	60,827	61,739	62,666	63,606	64,560	65,528	66,511	67,509	68,521	69,549	70,592	71,651	72,726	73,817	74,924	76,048
STEP 27	59,958	60,857	61,770	62,696	63,637	64,591	65,560	66,544	67,542	68,555	69,583	70,627	71,686	72,762	73,853	74,961	76,085	77,227
STEP 28	60,887	61,800	62,727	63,668	64,623	65,593	66,577	67,575	68,589	69,618	70,662	71,722	72,798	73,890	74,998	76,123	77,265	78,424
STEP 29	61,831	62,758	63,700	64,655	65,625	66,609	67,608	68,623	69,652	70,697	71,757	72,833	73,926	75,035	76,160	77,303	78,462	79,639
STEP 30	62,789	63,731	64,687	65,657	66,642	67,642	68,656	69,686	70,732	71,792	72,869	73,962	75,072	76,198	77,341	78,501	79,679	80,874
STEP 31	63,762	64,719	65,690	66,675	67,675	68,690	69,721	70,766	71,828	72,905	73,999	75,109	76,235	77,379	78,540	79,718	80,914	82,127
STEP 32	64,751	65,722	66,708	67,708	68,724	69,755	70,801	71,863	72,941	74,035	75,146	76,273	77,417	78,578	79,757	80,953	82,168	83,400
STEP 33	65,754	66,741	67,742	68,758	69,789	70,836	71,899	72,977	74,072	75,183	76,311	77,455	78,617	79,796	80,993	82,208	83,441	84,693
STEP 34	66,774	67,775	68,792	69,824	70,871	71,934	73,013	74,108	75,220	76,348	77,493	78,656	79,836	81,033	82,249	83,482	84,735	86,006
STEP 35	67,809	68,826	69,858	70,906	71,969	73,049	74,145	75,257	76,386	77,532	78,695	79,875	81,073	82,289	83,524	84,776	86,048	87,339
STEP 36	68,860	69,892	70,941	72,005	73,085	74,181	75,294	76,423	77,570	78,733	79,914	81,113	82,330	83,565	84,818	86,090	87,382	88,692
STEP 37	69,927	70,976	72,040	73,121	74,218	75,331	76,461	77,608	78,772	79,954	81,153	82,370	83,606	84,860	86,133	87,425	88,736	90,067
STEP 38	71,011	72,076	73,157	74,254	75,368	76,499	77,646	78,811	79,993	81,193	82,411	83,647	84,902	86,175	87,468	88,780	90,112	91,463
STEP 39	72,111	73,193	74,291	75,405	76,536	77,684	78,850	80,032	81,233	82,451	83,688	84,944	86,218	87,511	88,824	90,156	91,508	92,881
STEP 40	73,229	74,328	75,442	76,574	77,723	78,889	80,072	81,273	82,492	83,729	84,985	86,260	87,554	88,867	90,200	91,553	92,927	94,321
STEP 41	74,364	75,480	76,612	77,761	78,927	80,111	81,313	82,533	83,771	85,027	86,303	87,597	88,911	90,245	91,599	92,972	94,367	95,783
STEP 42	75,517	76,650	77,799	78,966	80,151	81,353	82,573	83,812	85,069	86,345	87,640	88,955	90,289	91,644	93,018	94,414	95,830	97,267
STEP 43	76,687	77,838	79,005	80,190	81,393	82,614	83,853	85,111	86,388	87,684	88,999	90,334	91,689	93,064	94,460	95,877	97,315	98,775
STEP 44	77,876	79,044	80,230	81,433	82,655	83,895	85,153	86,430	87,727	89,043	90,378	91,734	93,110	94,507	95,924	97,363	98,824	100,306
STEP 45	79,083	80,269	81,473	82,695	83,936	85,195	86,473	87,770	89,086	90,423	91,779	93,156	94,553	95,971	97,411	98,872	100,355	101,861
STEP 46	80,309	81,513	82,736	83,977	85,237	86,515	87,813	89,130	90,467	91,824	93,202	94,600	96,019	97,459	98,921	100,405	101,911	103,439
STEP 47	81,554	82,777	84,019	85,279	86,558	87,856	89,174	90,512	91,870	93,248	94,646	96,066	97,507	98,970	100,454	101,961	103,490	105,043
STEP 48	82,818	84,060	85,321	86,601	87,900	89,218	90,556	91,915	93,294	94,693	96,113	97,555	99,018	100,504	102,011	103,541	105,094	106,671
STEP 49	84,101	85,363	86,643	87,943	89,262	90,601	91,960	93,340	94,740	96,161	97,603	99,067	100,553	102,061	103,592	105,146	106,723	108,324
STEP 50	85,405	86,686	87,986	89,306	90,646	92,005	93,385	94,786	96,208	97,651	99,116	100,603	102,112	103,643	105,198	106,776	108,378	110,003