



Faculty Handbook

For full and part-time faculty



ILLINOIS EASTERN COMMUNITY COLLEGES

2023-2024

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INTRODUCTION

The Illinois Eastern Community Colleges Faculty Handbook provides information and guidance for instructors. The handbook addresses college policies and instruction procedures and should be used as a reference for onboarding and best practices at IECC. Please reach out to the campus Dean of Instruction or Associate Dean of Nursing (for nursing faculty) if you have any questions about the content of this handbook.

Community colleges must offer services to our entire community. This assignment places a heavy responsibility on all of us, particularly faculty members. Dedication to those citizens enrolled as college students constitutes your most significant contribution. Through your commitment, students experience a time of learning, growth, and prosperity.

Policies, procedures, guidelines, and information contained within this Faculty Handbook do not constitute a contract between IECC and the instructor or the student. IECC administration reserves the right to change policies, procedures, guidelines, and other information in this handbook and the absolute right to interpret and apply the details in this handbook. In the event of a conflict between the contents of this handbook and any policy adopted by the Board of Trustees, Board Policy shall prevail. In the event of a conflict between the contents of this handbook and an express provision of a collective bargaining agreement, the terms of the collective bargaining agreement, for its duration, shall control faculty covered by such agreement.

All policies and procedures referenced within this handbook are available via Entrata (Employees > Documents > Policy Manual or Procedure Manual). Many are also found on the website; additionally, links are provided to navigate to the applicable Webpage.

MISSION

Our mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

PURPOSES

The District is committed to high academic standards for pre-baccalaureate, career, and technical education that sustain and advance excellence in learning. The mission is achieved through a variety of programs and services that include, but are not limited to:

- ❖ educational programs, including pre-baccalaureate, career and technical degrees, and certificates that prepare a diverse student body for transfer to a four-year institution of higher education or entry into a multicultural global workplace;
- ❖ program, course, and institutional goals that have identifiable and measurable learning outcomes that are clearly understood by students;
- ❖ Utilization of resource-sharing partnerships to expand, retrain, and strengthen the industrial base of southeastern Illinois;
- ❖ development of partnerships with pre-K through high schools allowing for the smooth transition and progression of students through lifelong learning;
- ❖ academic programs and institutional services that are reviewed and revised on a scheduled time frame with a focus on accountability relative to planning, student and program assessment, and learning outcomes;
- ❖ adult and continuing education designed to meet the immediate and long-term needs of the residents in the District;
- ❖ programs in developmental education, which assist District residents in attaining skills and abilities needed to enter and complete college-level programs;
- ❖ student advisement, counseling, and placement services for assisting students in choosing a program of study, transferring to a four-year institution, entering employment, or completing a certificate or course goals;
- ❖ curricula and services that are developed and updated, as necessary, to meet both short- and long-term needs of the residents of the District;
- ❖ community education and community service activities that provide a cultural and intellectual resource center for the area as well as identifying and honoring multiculturalism and diversity within our communities;
- ❖ professional enrichment and growth experiences for College, faculty, administrators, and staff which will improve and enhance instruction and service; and,
- ❖ resources, facilities, staff, and equipment to support all program and service components of the College.

VISION

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making and will continue to be an organization committed to excellence, innovation, and continuous improvement.

VALUES

These values, which are the foundation of Illinois Eastern Community Colleges, have defined the District since its inception, and are affirmed by the faculty, students, staff, and administration. At IECC, we believe in and seek to embody these values:

- ❖ **Stewardship.** Accepting our responsibility to be good stewards of the public trust, we will sensibly use our financial, human, and physical resources to achieve our mission.
- ❖ **Responsibility.** Encouraging personal growth and learning through leadership, citizenship, and accountability.
- ❖ **Integrity.** Providing an environment where people are encouraged and empowered to do the right thing in their work and interactions with others.
- ❖ **Respect.** Recognizing and appreciating our similarities and our differences, we demonstrate mutual regard for others through our words and actions.
- ❖ **Accessibility.** Providing access to a high-quality college education for everyone who seeks one, while providing the support needed to facilitate attainment of academic and professional goals.

INSTITUTIONAL LEARNING GOALS AND PRIORITIES

Illinois Eastern Community Colleges provide students an equitable and inclusive education by building a foundation of values, attitudes, and skills necessary to become responsible and concerned citizens and lifelong learners who can think critically, communicate effectively, and solve problems in a diverse global society.

- 1. Communication** – To prepare students to communicate effectively by expressing information or ideas orally and in writing.
- 2. Information Literacy** – To enable students to effectively research and ethically use information.
- 3. Critical Thinking** – To promote exploration of issues, ideas, artifacts, and events before accepting alternatively, formulating an opinion or conclusion.
- 4. Quantitative Reasoning** – To foster a habit of mind, competency, and comfort in working with numerical data to reason and solve quantitative problems.
- 5. Human & Cultural Understanding** – To develop the personal and social responsibility of students by recognizing diverse cultural perspectives.
- 6. Ethical & Civic Responsibility**– To cultivate the ethical behavior and civic responsibility of students by engaging in the local and global communities.

IECC's learning goals reflect the mission, purposes, values, and strategic goals while meeting the demands of the external stakeholders and agencies.

Institutional Learning Priorities

- Accountability
- Creative Thinking
- Cultural Awareness
- Ethical Reasoning
- Financial Literacy
- Global Learning
- Industry-Specific Knowledge & Skills
- Inquiry and Analysis
- Integrative Learning
- Interpersonal Development
- Leadership
- Problem Solving
- Professionalism
- Reading
- Teamwork
- Technology Literacy

The Institutional Learning Priorities are addressed in meaningful ways throughout various curricular and/or co-curricular experiences and articulated with the Institutional Learning Goals for program alignment.

IECC ACADEMIC CALENDARS

ACADEMIC YEAR 2023-2024

2023 Fall Semester

August	10-11	Faculty Workshop
August	14-16	Registration, Testing
August	17	First Day of Classes
September	4	Colleges Closed. Labor Day
September	18	Constitution Observance Day. Classes in session
October	9	Colleges Closed. Columbus Day
October	10	No Classes. District Faculty/Staff Professional Development Day
October	12	Midterm
November	10	Colleges Closed. Veteran's Day Observed
November	22	Last Day to Withdraw from Courses
November	23-24	Colleges Closed. Thanksgiving
December	8	Last Day of Classes
December	11-14	Final Exams
December	15	Last Day of Semester.

(Colleges closed December 19, 2023 – January 1, 2024. Winter Break)

2024 Spring Semester

January	2	Colleges Open
January	3	Faculty Workshop
January	4-5	Registration, Testing
January	8	First Day of Classes
January	15	Colleges Closed. Martin Luther King, Jr. Day
February	19	Colleges Closed. President's Day
March	1	Midterm
March	4	No Classes. Casimir Pulaski Holiday
March	5-10	No Classes. Spring Break
March	19	Last Day to Withdraw from Courses
March	29	Colleges Closed. Spring Holiday
May	3	Last Day of Classes
May	6-9	Final Exams
May	10	Last Day of Semester/Graduation

2024 Intersession

May	13	First Day of Classes
May	21	Midterm
May	27	Colleges Closed. Memorial Day
May	30	Last Day to Withdraw from Courses
May	31	Last Day of Intersession

2024 Summer Session

June	3	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	28	Midterm
July	4	Colleges Closed. Independence Day
July	19	Last Day to Withdraw from Courses
July	26	Last Day of Classes
July	29-30	Finals

ACADEMIC YEAR 2024-2025

2024 Fall Semester

August	7-8	Faculty Workshop
August	9,12-14	Registration, Testing
August	15	First Day of Classes
September	2	Colleges Closed. Labor Day
September	17	Constitution Observance Day. Classes in Session
October	9	Midterm
October	14	Colleges Closed. Columbus Day
October	15	No Classes. District Faculty/Staff Professional Development Day
November	11	Colleges Closed. Veteran's Day
November	22	Last Day to Withdraw from Courses
November	28-29	Colleges Closed. Thanksgiving.
December	6	Last Day of Classes
December	9-12	Finals
December	13	Last Day of Semester

(Colleges Closed December 19, 2024 –January 1, 2025. Winter Break)

2025 Spring Semester

January	2	Colleges Open.
January	2	Faculty Workshop
January	3	Registration, Testing
January	6	First Day of Classes
January	20	Colleges Closed. Martin Luther King, Jr. Day
February	17	Colleges Closed. President's Day
February	28	Midterm
March	3	No Classes. Casimir Pulaski Holiday Observed
March	4-9	No Classes. Spring Break
April	17	Last Day to Withdraw from Courses
April	18	Colleges Closed. Spring Holiday
May	2	Last Day of Classes
May	5-8	Final Exams
May	9	Last Day of Semester/Graduation

2025 Intersession

May	12	First Day of Classes
May	20	Midterm
May	26	Colleges Closed. Memorial Day
May	29	Last Day to Withdraw from Courses
May	30	Last Day of Intersession

2025 Summer Session

June	2	First Day of Classes
June	19	Colleges Closed. Juneteenth
June	27	Midterm
July	4	Colleges Closed. Independence Day
July	21	Last Day to Withdraw from Courses
July	25	Last Day of Classes
July	28-29	Finals

For the most up-to-date Academic Calendars, see: <https://www.iecc.edu/academiccalendar>
For important semester dates and deadlines, see: <https://www.iecc.edu/semesterdates>

DISTRICT ORGANIZATION

ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

BOARD OF TRUSTEES

Chairperson	Gary Carter
Vice Chairperson	Brenda Culver
Secretary Pro Tempore	Barbara Shimer
Trustees	Susan Batchelor John Brooks Roger Browning Jan Ridgely
Student Representative	Guadalupe Amicone (LTC)
Board Treasurer (non-voting).....	Ryan Hawkins
Board Secretary (non-voting).....	Sonja Holtz

DISTRICT ADMINISTRATION

Illinois Eastern Community Colleges
233 East Chestnut Street
Olney, IL 62450-2298
Phone: 618/393-2982
Toll-Free: 866/529-4322
Chancellor: Dr. Ryan Gower
Chief Academic Officer: Dr. Paul Bruinsma

FRONTIER COMMUNITY COLLEGE

2 Frontier Drive
Fairfield, IL 62837-2601
Phone: 618/842-5299
Toll-Free: 877/464-3687
President/V.C. of Academic Affairs: Dr. Gerald
(Jay) Edgren
Dean of Instruction: Dr. Paul Bruinsma

LINCOLN TRAIL COLLEGE

11220 State Highway 1
Robinson, IL 62454-5707
Phone: 618/544-5299
Toll-Free: 866/582-4322
President/V.C. of Institutional Outreach: Tona
Ambrose
Dean of Instruction: Cyndi Boyce

OLNEY CENTRAL COLLEGE

305 North West Street
Olney, IL 62450-1099
Phone: 618/392-5299
Toll-Free: 866/622-4322
President/V.C. of Business Operations: Chris
Simpson
Dean of Instruction: Dr. Michael Conn
Associate Dean of Nursing: Alani Frederik

WABASH VALLEY COLLEGE

2200 College Drive
Mt. Carmel, IL 62863-2699
Phone: 618/263-4999
Toll-Free: 866/982-4322
President/V.C. of Student Affairs: Dr. Matt Fowler
Dean of Instruction: Robert Conn

Districtwide Flowcharts are available via Entrata > Employees > Human Resources/Payroll > Flowcharts/Job Descriptions. The Staff Directory is available [here](#).

PROFESSIONAL EXPECTATIONS OF FACULTY

RATIONALE

A standard set of professional expectations serves to clarify communications in two primary ways: job applicants often inquire about what is expected of faculty members at Illinois Eastern Community Colleges, and new faculty can refer to this document for reliable guidance. These expectations create a context for the faculty evaluation. This document also serves as a statement of IECC's commitment to the learning process.

The faculty of Illinois Eastern Community Colleges has a significant responsibility in performing our mission. Faculty demonstrate this critical role through teaching, professional development, and community involvement.

STRIVE FOR EXCELLENCE

Excellence in teaching can happen in many ways, but it does not *just happen*. As with any professional endeavor, it requires dedication to be among the best practitioners in the discipline, a striving to overcome difficulties in pursuit of teaching goals, a determination to remain current with a variety of instructional approaches, and flexibility in selecting instructional tools to achieve the best outcomes possible for the student. The following definitions and examples of professional activities are intended to stimulate and support IECC's faculty in achieving the highest levels of proficiency in the art of teaching.

At IECC, all faculty are expected to be fully engaged in the practice of the art of teaching as well as the overall health of their program, department, and their College. As a common set of expectations, these definitions and examples are intended to provide guidance to all faculty and to enhance the overall quality of instruction at the College. They are meant to encourage creativity and individual expression. These general definitions and clarifying examples provide a basis for IECC's faculty to be able to fulfill their professional responsibilities with even greater confidence and freedom as they serve the learning needs of their students and community.

TEACHING

IECC promotes excellent teaching as an art. It involves striving for excellence through an ongoing, reflective, learning-centered, active process.

Teaching at IECC has been defined as facilitating student learning about a subject by giving lessons with enthusiasm involving the students and course materials while demonstrating a positive engagement in the interactive learning process.

Teaching responsibilities

- Recording and documenting daily attendance
- Preparing a class syllabus.
- Preparing instructional materials with an emphasis on accessibility.
- Scheduling class assignments that align with course outcomes.
- Identifying appropriate learning resources.
- Creating/designing inclusive learning activities.
- Identifying appropriate instructional delivery techniques.
- Using technology or media to enhance learning for all students and abilities, as appropriate.
- Meeting contact time as required by ICCB.

- Engaging all students in the learning process.
- Preparing student and program assessment systems.
- Analyzing course outcomes.
- Evaluating/communicating results of student and program assessment.
- Answering student questions about the discipline, program, and/or career opportunities.
- Collaborating with faculty to prepare and execute assessment plans.

IECC is committed to academic integrity and believes in responsibility, honor/truth, fairness, respect/self-respect, and compassion free from fraud or deception. This implies that students are expected to be responsible for their own work. Faculty will take reasonable precaution to prevent the opportunity for academic dishonesty, as identified in the [Academic Integrity Policy \(500.25\)](#).

Teaching Examples

Practicing the art of teaching:

- Continually assessing student learning in class, analyzing assessment results, and adjusting based on feedback.
- Working with students to effectively employ teaching and learning strategies selected to achieve desired learning outcomes.
- Utilizing appropriate technology.
- Providing an environment conducive to learning for all students and all abilities.
- Being available to students and providing time to students to encourage intellectual exploration, assist in problem solving, and to answer student questions.
- Teaching what is relevant; teaching what is pertinent; and staying current.

Preparing to teach:

- Planning and organizing instruction that embodies the IECC value of accessibility.
- Maintaining knowledge and striving to increase skill in applying a variety of (new and established) approaches in teaching methods.
- Maintaining and striving to increase knowledge in the discipline content.
- Developing skills with instructional delivery methods appropriate to the discipline.

Center for Excellence in Teaching & Learning

The Center for Excellence in Teaching and Learning (CETL) serves as an online catalyst for innovative teaching and learning strategies, best pedagogical practices, and awareness and adoption of emerging educational technologies. More information can be found at <https://www.iecc.edu/CETL>.

ADJUNCT FACULTY ONBOARDING

CETL offers onboarding for all IECC adjunct faculty. These courses introduce the important concepts in teaching and learning, but they will also create several opportunities to increase base pay rate. After completing the IECC Orientation, TIER 1 – EDU 1600, and TIER 2 – EDU 1605, adjunct faculty receive the Educator Excellence Badge of Completion and move on to TIER 3 of training. To complete the Educator Excellence Badge of Completion, adjunct faculty must:

1. Choose an upcoming course to be evaluated within 12 months of satisfactorily completing the TIER 2 – EDU 1605 coursework.
2. Using provided, downloadable form, request course evaluation by submitting the completed paperwork to cetl@iecc.edu.

3. Complete and submit a self-review of the course (downloadable).
4. Allow course to be evaluated (Canvas shell and face-to-face) by a CETL assigned peer reviewer. Evaluation date to be coordinated collaboratively with CETL, adjunct, and peer reviewer.

IECC ORIENTATION: This Orientation course is asynchronous, self-paced, delivered via Canvas, and has defined cohort start and end dates. Orientation Course Details: Estimated 4 hours to complete.

TIER 1 - EDU 1600: Basic Pedagogical Practices (1 credit/16 hours) EDU 1600 is asynchronous, self-paced, delivered via Canvas, and has defined cohort start and end dates.

TIER 2 - EDU 1605: Advanced Pedagogical Practices (1 credit/16 hours) EDU 1605 is asynchronous, self-paced, delivered via Canvas, and has defined cohort start and end dates.

TIER 3: A la Carte Courses. After completing the Educator Excellence Badge process, adjunct faculty are expected to engage in ongoing professional development as a condition of continued employment, earning a minimum of 1 (TIER 3 or above) credit every two years.

PROFESSIONAL DEVELOPMENT

Professional development encourages becoming a reflective practitioner who possesses a spirit of life-long learning. Professional development responsibilities include a wide range of individualized pursuits to maintain expertise in their field of study and teaching. The Center for Excellence in Teaching & Learning is a resource for professional development opportunities. More information can be found at <https://www.iecc.edu/CETL>.

Professional Development Examples

- Participate in in-service activities, workshops, conferences, or other continuing education.
- Affiliate with and/or participate in professional organizations.
- Maintain currency with changes in teaching methods and discipline content.
- Strive to engage in activities that promote academic vitality.
- Recognize that changes in the world dictate teaching changes. The instructor must stay abreast of those changes and apply them to their discipline.
- Network with other college faculty to align curriculum and teaching methods across disciplines and programs.
- Practice the craft; practice the discipline.

PROGRAM, COLLEGE, & COMMUNITY INVOLVEMENT

Faculties are part of the college community and, as such, have community responsibilities. The program, College, and community involvement display the power of learning. It requires a commitment to an exchange of professional ideas and expertise to address the needs of the College and the community for a relevant, helpful, and dynamic curriculum. The program, College, and community involvement activities foster better decision-making within the College and enhance the image of the College in the community.

Program, college, and community involvement responsibilities

- Promote programs and participate in outreach activities.
- Maintain programs and develop curricula.
- Review programs and assess student-learning outcomes.

- Research community and industry needs.
- Participate in program, department, College, and community activities.

Program, college, and community involvement examples

- Communication with advisory committee members.
- Conduct outcome assessment measurements and analysis.
- Participate in program and department meetings.
- Work with the College to align programs with community needs.
- Increase general awareness of internal and external constituents of IECC programs and services.
- Network with other college faculty to enhance communication and connection between programs and departments.
- Serve on college committees.
- Invest in the life and community of the program and department.
- Serve in community activities that advance the college mission and contribute to our local community.
- Conduct internal and external presentations in areas of expertise.

ASSESSMENT

Illinois Eastern Community Colleges strives to fulfill its educational mission as a comprehensive community college district by providing high-quality learning opportunities to the citizens of southeastern Illinois. Several student learning assessment activities and initiatives have been implemented to emphasize IECC's commitment to maintaining a curriculum and co-curricular that focuses on the future needs of an increasingly diverse global society.

Illinois Eastern Community Colleges' assessment process is faculty-led and supported by the Director of Assessment, Kelly Payne (paynek@iecc.edu). IECC has established a systematic, district-wide approach to the assessment of student learning while being respectful to the individual college needs and dynamics. IECC's method includes mapping student-learning outcomes to each level of assessment to create a meaningful, measurable, and manageable process. Evaluation of assessment data and results is an ongoing and continuous process.

FACULTY EXPECTATIONS IN ASSESSMENT

IECC is committed to improving student learning, both in and out of the classroom. The assessment committee establishes expectations. All faculty are expected to assess student learning in their classroom, as it is core to the teaching and learning process. In addition, faculty are expected to collaborate with their colleagues in their programs or discipline to report and share vital assessment data collected via standard methods to help improve student learning for their program, the general education, or the institution. The Director and the Faculty Assessment Coordinators work with faculty every semester to facilitate and develop assessment plans focused on assessing learning outcomes established for the courses, programs, and academic disciplines. Faculty from the four colleges meet and work together to develop valid assessments and provide working data to evaluate the effectiveness of student progression, instructional effectiveness, and learning outcomes. One-on-one consultations with the Faculty Assessment Coordinators and each faculty member have successfully highlighted assessments that are useful for their analysis of student learning and improvements and modifications in course content and delivery in the student-learning environment.

EMERGENCY INFORMATION

IECC ALERTS

IECC has a state-of-the-art system capable of sending notifications instantly and simultaneously to all registered cellular phones and email addresses. This alert system ensures timely dissemination of emergencies and class cancellations. The service is available to all current faculty, staff, and students of IECC. Upon creating your Entrata account, alerts are automatically activated to your iecc.edu email address. Log into your Entrata Account and click on the IECC Alerts link to register additional email or cellular accounts. There is no charge for this service, but applicable text messaging fees charged by your carrier may apply.

INCLEMENT WEATHER/EMERGENCY CANCELLATIONS

When the safety of students and college staff is threatened by weather and other emergency circumstances, the colleges will be closed and/or classes delayed. The decision to close the College or delay classes will be made by the College President or representative. If cancellation or delay of classes becomes necessary, each college administration will broadcast through IECC Alerts and post information on the IECC website at www.iecc.edu.

Emergency announcements will be made by 6 a.m., or as soon thereafter as possible, to give the earliest notice to commuting students. The cancellation of day classes does not necessarily indicate evening class cancellation. If evening classes are canceled, the announcement will be broadcast by 3 p.m. or as soon thereafter as possible.

CAMPUS SAFETY AND SECURITY

In any medical emergency, faculty members are encouraged to call 911 for an ambulance and emergency medical support. Students may refuse the ambulance when it arrives. However, staff and faculty must ask for this service in emergency events. Switchboard operators and physical plant employees have access to outside telephone lines when the power is out and should be notified that an ambulance has been called to direct it to the proper location.

All college accidents and/or crimes must be reported to the President's Office to comply with federal guidelines. The Campus Safety and Security Policy can be found on this [Webpage](#).

An Incident Report (available via Entrata > Employees > Forms > Miscellaneous) should be completed for all personal injury accidents, criminal incidents, damage to or theft of college property, a gross violation of Board Policy or personnel procedures, and fire or intrusion incidents. This report should be completed and turned in to the Deans of Instruction and the Chief Financial Officer within 24 hours of the incident.

An overview of each College's Emergency Procedures is located at <https://www.iecc.edu/emergencyplans>. Emergency Guides are in various rooms throughout IECC facilities. College emergency plans are available through Entrata (Employees > Documents > Campus Safety) or from the Administrative Offices at each College. The administration and faculty review the plan annually.

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff, and visitors. As outlined in the District's Campus Safety and Security Policy, Illinois Eastern Community Colleges prohibits any crime, and appropriate disciplinary action will be enforced.

IECC cooperates with law enforcement agencies to keep students and employees apprised of reported crimes and arrests of students and employees that occur in the community that may affect the safety of students and employees. IECC publishes an [Annual Security Report](#) on its website for review by employees, students, and prospective students and employees in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. A hard copy of this report can be requested by contacting the IECC Human Resource Office. This report contains various policy statements and related campus safety and security procedures, crime statistic information, and relevant definitions.

Following the Campus Security Enhancement Act of 2008 (110 ILCS 12/20 (b) (2)), Illinois Eastern Community Colleges has developed a Violence Prevention Plan (available via Entrata > Employees > Documents > Campus Safety), which outlines the multi-disciplinary and multi-jurisdictional violence prevention strategies, including the formation and implementation of a Threat Assessment and Behavioral Intervention Team (TABIT) with representatives from each College and the District Office. The Violence Prevention Plan specifically addresses IECC's position on preventing, reducing, and managing violence.

INSTRUCTIONAL PROCEDURES

ADD, DROP, WITHDRAW

Degree or certificate-seeking students who wish to add a class to their schedule must submit a Course, Program, or Catalog Term Change Form (available at <https://www.iecc.edu/withdrawalpolicy> or via Entrata > Employees > Forms > Students) to the Student Services Office or their Advisor. The student will not be added to a course without their written consent provided to Student Services or their Advisor.

Degree or certificate-seeking students who wish to drop or withdraw from a class must contact the Student Services Office. The student will need to speak with their Advisor or the Retention Coordinator to address the course drop or withdrawal and complete a Course, Program, or Catalog Term Change Form. Suppose an instructor wishes to drop or withdraw a student after midterm due to a lack of attendance for several weeks. In that case, the instructor may submit an Administrative Withdrawal (WA) on the Course, Program, or Catalog Term Change Form to the Dean of Instruction for approval, citing the withdrawal.

If the student or the instructor does not complete an official withdrawal, the student's grade will be recorded as issued during the grade submission process. Student Services personnel or faculty who are processing a withdrawal from a course for a student should express to the student the importance of communicating with the Business and Financial Aid Offices to address changes in amounts owed or financial aid eligibility, if possible.

Students who are neither degree nor certificate-seeking should contact the Student Services Office to add, drop, or withdraw from their registration. The student may still be responsible for fees and tuition and should consult the Business Office to determine their status.

See the [Withdrawal Policy](#) for more information.

CLASS PREPARATION

Faculty should take great care in recommending textbooks and materials for each course. All books must have an ISBN when class schedules are available to students. Therefore, all Request for Textbook Adoption (available via Entrata > Employees > Forms > Faculty) are due to the College Dean at the appropriate deadlines listed on the forms. Textbooks should be used for at least two years prior to the change.

Additionally, faculty may utilize an Open Educational Resource (OER) type book. OERs are free to students and a viable option for online classes. The benefit of an OER type book is that students save money, and the text is easily available.

Every student enrolled in a course is entitled to a copy of a **Course Syllabus** prepared by the instructor. This syllabus is distributed during the first-class meeting. Assistance in preparing a course syllabus is available from the College Dean or by referencing the Checklist for Creating Course Syllabi (available via Entrata > Employees > Forms > Faculty). A Course Syllabus Template (available via Entrata > Employees > Forms > Faculty) has been developed to assist faculty in creating a course syllabus. Course syllabi must be uploaded into Entrata for the Dean to review for every course taught before the start of the academic semester.

Each IECC campus provides tutoring and supplemental learning services. Each instructor is encouraged to refer students requesting support or preparatory (remedial/developmental) work to the [Academic Success Center](#) for best student outcomes.

Students are expected to respect classrooms as if they would their own home. Use of tobacco products, eating, or drinking any beverage are prohibited in the classroom. Food and beverages are allowed in specific lounge areas. Classroom furniture may be rearranged in on-campus classrooms, but should be returned to its original positions at the conclusion of the class period. Chalkboards and whiteboards should be erased after each class period. If you wish some material saved, please mark it so maintenance will not clean the chalkboard or whiteboard. In the interest of energy conservation and security, instructors teaching after 6 p.m. should turn off the classroom lights when leaving. Classrooms containing equipment should be locked when unattended. All college facilities are tobacco and smoke-free.

IECC's liability policy requires that class visitors (including children) are not permitted unless permission is received from the administration. Only emergency calls and messages will be relayed during class.

CLASS ATTENDANCE AND ROSTERS

Regular class **attendance** is necessary for a student to receive maximum benefits from the course. Attendance is the responsibility of the student. All absences and arrangements for makeup work are arranged directly with the instructor. In all other cases, the instructor may use their own judgment regarding permission to make up work. One absence for any reason per semester hour of credit is accepted as the maximum for acceptable college progress. When the quality of work has been affected by absence or tardiness, instructors should personally inform the student, if present, that action is being taken. The instructor should also send a progress report, available on Entrata, so that the Retention Coordinator can get involved. If attendance is used to determine grades, the requirement should be printed in the syllabus, and the daily attendance roster should accompany the official grade book.

Prior approval is required for classes to participate in off-campus activities. The instructor should obtain an Off-Campus Activity Form (available via Entrata > Employees > Forms > Faculty) and return the completed form to the Dean's Office. The form should be completed and returned to the Dean's Office before the trip. Care should be taken to minimize conflicts with other classes when scheduling field trips. If the field trip conflicts with other classes, it is the instructor's responsibility to notify other instructors involved. Any trips scheduled outside the United States need prior administrative approval. The College Dean should be given all the details at least **two** months prior to all trip dates to initiate the approval process.

Faculty are expected to submit regular attendance reports throughout the semester using the Entrata System. **First Day, Ten Day, and Twenty-Five Day Rosters** are required for each course as well as a Midterm check. **Each Attendance check relates directly to the amount of financial assistance a student receives, the total amount of their bill and state compliance for enrollment reporting.** Please check carefully and contact records with any issues or concerns you may have. After the submission of each attendance check, students can be reinstated with instructor approval.

First Day Roster

A **class roster** is available in Entrata for courses taught each semester. Instructors must submit first day rosters through Entrata after the first class meeting. If students are not listed on your class roster please notify Records and instruct the student to see the Records Office to complete the registration process.

Student Records staff communicate with instructors regarding requirements and deadlines through your IECC email. Students not present or logged in on the first day will should be an NS (No Show).

Ten Day Roster

Through Entrata, a **10-day class roster** must be submitted by the date indicated. If a student is attending but is not listed on the roster, the student should be instructed to register through the Records Office. Students should not be permitted to continue in the class without registering. Students listed on the roster and not attending should be dropped from the course. A student dropped on the 10-day roster may return to the class if the instructor approves and submits a reinstatement request. The 10-day roster must be submitted no later than the date listed beside the course in Entrata. Due dates for 10-day rosters will vary depending on the length of the class. *For example, a three-week class may have a 10-day roster due date of 2 days after the class begins.* Contact the Records Office if you have any questions regarding rosters at your College. Students removed from the course at Ten Day will be coded TD.

Twenty-Five Day Roster

For Fall and Spring Semesters, a 25-day class roster must also be submitted by the date indicated. This attendance check directly affects the financial aid awarded to the student. If the student has stopped attending or progressing in the class, please mark the student NLA (no longer attending) and list their last date of attendance (date after ten day and before twenty-five day).

Midterm Rosters

Faculty will enter midterm student status through Entrata in Banner Web using 1.OK or 2.DROP to indicate the student's status. **Midterm dates are listed on the IECC calendar.** Students not attending or pursuing the academic objectives of the course should be given a 2.DROP. Withdrawn students will receive a *W*. However, a withdrawn student may return to the course with instructor approval within ten days of the withdrawn date. If a student in attendance is not listed, email the student's name to the Records Office. Students must register in the Records Office before they receive credit. **A student will not receive academic credit for the class unless listed on the Mid-Attendance document.** The Midterm Roster is a legal document that must be on file in the Records Office for audit purposes.

Final Grade Rosters

Final Grade Rosters are available to instructors, through Entrata in Banner Web, approximately one week before the end of the semester. The rosters should be completed with the appropriate grades entered (A, B, C, D, F or P) and submitted by the date and time noted on the email distributed to the faculty. Grades of F will also request a LDA (last date of attendance) at submission. A "how-to" enter final grades is available on the Entrata Faculty Homepage. **Faculty are encouraged to submit their grades for each class as they are completed rather than waiting until all classes have been entered.**

Incompletes

Instructors may enter a temporary grade of "I" (incomplete) and also submit the electronic incomplete form if arrangements have been made with the students to complete the work on a mutually agreed upon schedule not to exceed 4 weeks into the following term. Contact the Records Office at your College if you have any questions or if your grade entry will be delayed for any reason. All District Faculty must have grade entry completed on time for Records to begin the grade roll process.

Failing to Report Final Grades

It's very important to submit final grades by the deadline. Late final grades from any instructor will result in applicable students being issued a grade of *N* (No grade reported). Faculty will then be required to

complete a **Change of Grade** form for each student who has received a letter grade of *N*. Again, **faculty are encouraged to submit their grades for each class as they are completed rather than waiting until all classes have been entered.** Contact the Records Office at your College if you have any questions.

CLASS SIZE

Class sizes at Illinois Eastern Community Colleges reflect the individual campus cultures established by each college community. Our District attempts to maintain the best instructional success for all students. To achieve high student outcomes, the Administration of each College in the District determines class size based upon factors including, but not limited to, effective use of existing fiscal, personnel, and equipment resources to maximize attention to individual student needs. Accordingly, class size will vary from College to College, semester to semester, and course to course, depending on current student demand and immediate resources available to serve that demand. Class sizes are regularly evaluated by Dean(s) in a continuing effort to ensure the best student outcomes.

CREDIT HOUR CALCULATOR

The U.S. Department of Education has formally defined a credit hour as one hour of classroom "seat time" and two hours of "out-of-class time" per week. Both the seat time and the out-of-class time will have to be justified and evident. Examples: One Credit Hour of Lecture = 45 total hours (15 in class + 30 outside of class). One Credit Hour of Lab = 45 total hours (30 in-class + 15 outside of class). In-class time, one hour = 50 minutes. Out-of-class time examples: reading, writing, research, studying for tests and quizzes, out-of-class discussions, out-of-class assignments, and exercises, preparing for labs, practicing instruments, etc. For more information on how IECC assigns credit hours, access the [Policy for Assignment of Credits \(500.7\)](#). IECC's Credit Hour Calculator was developed to show actual evidence of time expectations of each course. Each faculty member should complete the Credit Hour Calculator for each one of their courses each semester. To access the Credit Hour Calculator:

1. Log onto Entrata.
2. Go to the "Faculty" section of the site.
3. The course list will be displayed.
4. Located by each course is a link to the Credit Hour Calculator.
5. Click on the link, and the Credit Hour Calculator for the course selected will be displayed for you to complete.

EVALUATION OF STUDENT PROGRESS

Student grades evaluate the quality of student performance. Instructors need to communicate to students at the beginning of each course, in writing and in lecture, what standards of performance are expected and how course grades are determined. Each instructor sets their performance standards and grades students consistently following these standards. Faculty should select an evaluation method that gives all students ample opportunity to learn the desired material and succeed. Grades should reflect the amount of learning each student demonstrates within the best educational environment possible for that course. More details regarding Grades and the Grading System can be found [here](#).

Per the Policy on Evaluating Student Performance (800.7), faculty members must give students regular feedback in the form of a grade or progress reports throughout the term and a final grade at the end of the term. Students are more effectively engaged with grade or progress reports given every two weeks in a 16-week format. Faculty are encouraged to use the **Progress Report** available through Entrata to communicate potential problems in completing the coursework. The Progress Report is located on the Faculty page of Entrata, and a "how to use" link is provided under *Documents – How To*. Progress

Reports can be sent out more than once during the semester, and a copy is automatically sent to the Retention Coordinator, who then contacts the student.

IECC is committed to helping students succeed. A Retention Coordinator is available at each campus to support, advocate, and implement personalized support services to improve the lives of our students and promote student success and completion.

IECC requires that faculty maintain **grade books** (hard copy or electronic) for five years. The District's Educational Guarantee Policy (500.18 and 500.19) could lead to a request to review grade calculations up to five years after a grade is issued. Grade books should include a class roster, attendance, homework grades, test grades, final grades, and other evaluation criteria. Grade books (hard copy) are provided, free of charge, to the instructor. Grade books remain the property of IECC. When faculty leave the employment of IECC, grade books or electronic copies will be given to the Dean of Instruction for filing. After five years, grade books will be disposed of properly.

Faculty giving **final exams** must comply with the official Final Exam Schedule, distributed by the Dean each academic term. Makeup exam times are scheduled for students who cannot take the final exam at the specified time. Final exams for evening classes are generally scheduled for the evening that the class meets during the final exam week. Grade reports must be entered into Entrata on schedule with specified deadlines to meet the tight District computer data-entry schedule.

Change of final grades requires the instructor to complete the **Change of Grade** form and submit the document to the Student Services Office.

Faculty may give **incomplete grades** only if the student has a justifiable reason for not completing the course. There is a reasonable expectation that the missed work can be completed. The student must finish incomplete coursework within four weeks into the next semester following the **incomplete coursework**, or they will automatically change to an *F* grade. Faculty should complete the Incomplete Coursework form available in Entrata.

The colleges offer **proficiency examinations** and award academic credit in the manner described within the [Credit for Prior Learning policy and procedure](#). If you believe a certificate or degree-seeking student possesses sufficient proficiency in a subject course, you may assist them with completing a [Proficiency Application](#).

Faculty receive **student feedback** of instruction for each class taught through an end-of-course survey. An email survey is sent out to students for each class at the end of the semester by district office staff. Faculty access results through the Faculty tab in Campus Labs. All responses are anonymous. As a faculty member, you can login to the portal to keep track of response rates through the following link: <https://iecc.campuslabs.com/faculty/>

INDEPENDENT STUDY

Transfer and technical courses can be taken as independent studies. The completed Independent Study Approval Form (available via Entrata > Employees > Forms > Faculty) is submitted to the College Dean for approval.

REGISTRATION AND ADVISEMENT

Registration procedures vary by College. Each instructor is responsible for knowing the [registration process](#) and encouraging positive student progress. Faculty members should consult [student fees](#), [admissions](#), [course repeat](#), [IAI General Education courses](#), and [graduation requirements](#). When questions arise, they should feel free to contact the advisors in the Student Services Office.

[Advisement](#) is key to student success at IECC. New students are assigned a faculty or staff advisor in their chosen field following registration in Student Services. During the initial conference, the student establishes an overall objective and is advised regarding the courses, curriculum, and services available at each IECC college to pursue their objective. Assessment and academic information from [placement exams](#) and transcripts aid the faculty member/advisor in advising and student goal setting.

Faculty advisors may view their advisee's transcripts through Entrata. This also includes transfer credit the student may have received.

SCHEDULING OF CLASSES

Classes are arranged through the Dean's office several months before the beginning of the academic term. Once established, the class meeting hours, dates, and room assignments should not be changed without consulting the Dean's office or designated representative. At each campus is a primary schedule builder who manages the course schedule's day-to-day aspects and enters Banner changes.

Full-time faculty are asked to submit proposed classes for the following semester in accordance with the published schedule development calendar. Courses known to be of interest to students may be placed on the schedule before a faculty member has been identified to teach them.

The goal of the scheduling process is to offer classes that fulfill student needs, meet expressed community interests, and match qualified available faculty with instructional needs.

ADDITION, REVISION, AND WITHDRAWAL OF COURSES AND CURRICULA

The College Dean of Instruction is the Chief Academic Officer of the respective colleges and has overall management and guides the direction of each College's curriculum.

TRANSFER COURSES AND PROGRAMS

New Transfer Courses

Faculty can identify new courses that may need to be added to a curriculum. Each College may include additional steps, such as approval by the curriculum committee. These courses, via a Master Course Syllabus Template (available via Entrata > Employees > Forms > Faculty), should be submitted to the College Dean. District Office staff submit the new courses to the Illinois Community College Board (ICCB) for processing and data entry into the state's course listing. This course addition process generally takes about four (4) weeks. Once the signed and dated approved course forms have been received from the ICCB, course information is entered into the IECC Banner System. New courses can then be listed in the next catalog and on the [semester course schedule](#).

Revised Transfer Courses

Faculty can identify revisions to courses which include credit, lecture, lab, title, description, etc. These course revisions, via a Master Course Syllabus Template, should be submitted to the College Dean. It should be noted that many courses offered throughout the District are approved for all four colleges, so revisions to these courses would need approval from **all** four (4) Colleges/Deans. One College Dean will complete and submit a Course Action Request to District staff, who will submit course revisions to ICCB for processing. Once signed and dated approved course forms have been received from ICCB, course information is then entered into the IECC Banner System. Courses revisions will be reflected in the next catalog and, if applicable, displayed on the semester course schedule.

New Transfer Curriculum

Faculty can identify new programs via college advisory committees or curriculum committees. New program outlines should be submitted to the College Dean. District staff review, finalize, and submit the new programs to the Dean, Cabinet, and ICCB. The length of the approval process depends on the type of program, the length of the program, and additional approval processes, such as articulation and/or approval by the Illinois Board of Higher Education (IBHE) via ICCB and the Higher Learning Commission (HLC). Once signed and dated curriculum approval forms have been received from ICCB, curriculum information is then entered into the IECC Banner System. The program can then be added to the [website](#) and included in the next catalog.

Revised Transfer Curriculum

Faculty can identify curriculum revisions via college advisory committees or curriculum committees. Revised program outlines should be submitted to the College Dean. The College Dean will complete and submit a Curriculum Action Request to District staff, reviewing and submitting the revised programs to the Illinois Community College Board for approval and data entry. Once signed and dated curriculum approval forms have been received from the ICCB, revised curriculum information is entered into the IECC Banner System. Program revisions can then be updated on the website and reflected in the next catalog.

CTE COURSES AND PROGRAMS

New CTE Courses and/or Curriculum

Faculty can develop new curricula based on input from advisory councils, industry requests, labor market information, and new and emerging programs and technologies.

Faculty may submit a draft of the proposed curriculum with courses, credit hours, equipment needs, syllabi for new courses, letters of support, etc., to the College Dean, who will present the proposed new curriculum to the Cabinet for approval.

The Dean approves and submits the proposed draft to District's staff for review, form preparation, and prefix and number assignments. District staff submits the curriculum to the Illinois Community College Board (ICCB).

Once signed and dated curriculum approval forms have been received from ICCB, curriculum information is then entered into the IECC Banner System. The program can then be added to the website and included in the next catalog.

Revised CTE Courses and/or Curriculum

Faculty can make recommendations to revise or inactivate a CTE curriculum based on input from an advisory committee, licensure or accrediting councils or associations, program review, change in labor market demand, or new and emerging technologies. Faculty can also make recommendations to: change, withdraw, or add courses to a curriculum, change course credit, lecture, lab hours, and change course/semester outlines.

Faculty recommendations will be submitted to the college Dean for approval. Approved revisions are sent to the District staff for review and processing and then forwarded to ICCB. Once ICCB has approved revisions, the revisions are entered into IECC's Banner System. Program revisions can then be updated on the website and reflected in the next catalog.

PROFESSIONALISM

ACADEMIC RANK (FULL-TIME FACULTY)

Academic Rank is based on continued education, experience, longevity, and review, which shall include objective evidence of excellence in the delivery of instruction; service to the College and/or District and the profession; and service to the community. See the current Collective Bargaining Agreement for more information.

APPEARANCE

An individual's appearance on the job reflects the image of Illinois Eastern Community Colleges. Faculty are expected to be always neat and well-groomed on the job. Inappropriate or unclean clothes detract from the College's and the District Office's image and cannot be allowed. Employees should dress in a manner appropriate to their position or job category.

CLASS AND OFFICE SCHEDULE

All full-time faculty must submit and post a class and office schedule to the College Dean's Office as soon as possible after the beginning of each term. This schedule shows class title, time, location, and scheduled office hours. The office schedule is posted on an office door or in a highly visible area for students to schedule their instruction and advisory contacts.

CONDUCT

Illinois Eastern Community Colleges' image and reputation in the District are reflected by an individual's attitude toward students, colleagues, and visitors with whom they come in daily contact. Personal conduct should be in keeping with the highest standards with which Illinois Eastern Community Colleges is operated. Regardless of the position, it is essential to remember those good manners and a willing, cooperative attitude are a vital part of the job.

EDUCATIONAL LEVEL CHANGE (FULL-TIME FACULTY)

See current Collective Bargaining Agreement (available via [Entrata > Employees > Documents > Human Resources/Payroll > Faculty > Faculty Information](#))

Additional faculty contractual responsibilities are outlined in the Collective Bargaining Agreement.

EMERGENCY ABSENCE

In case of emergency absence, faculty should contact the College Dean's Office as soon as possible to post class(es) for student information.

FACULTY EVALUATION

IECC has established faculty evaluation policy and procedures. Any faculty member's class may be visited unannounced by the administration. See Evaluation Policy 400.2, Evaluation Procedure 400.2, and Faculty Evaluation Form (available via [Entrata > Employees > Forms > Evaluation](#)).

LEAVE REQUEST/ABSENCE NOTIFICATION

In the case of a planned absence, permission is requested by submitting a Faculty Class Absence Form (available via [Entrata > Employees > Forms > Faculty](#)) to the College Dean's Office. The employee copy of the form will be returned to the requesting individual, indicating approval or disapproval. Absent instructors must assure instructional opportunities for students and-notify them of any approved absence and makeup arrangements as soon as possible.

At the end of the month, the online leave report should be completed by full-time faculty and submitted to the Dean online before the seventh day of the following month (i.e., Leave for August should be reported and submitted for approval by September 7.) To access Leave Reporting, log into Entrata and proceed to the Employees page. On the Employees page, select "Banner Web for Employees" to enter the Employee tab. From the Employee tab, select Leave Report and select the appropriate reporting period. Also from the employee tab, full-time faculty may view their leave balances. Leave balances will be accurate as of the previous month.

NON-COLLEGE EMPLOYMENT (FULL-TIME FACULTY)

See current Collective Bargaining Agreement.

ORAL ENGLISH PROFICIENCY

Every full-time faculty member must file an oral English proficiency form prior to providing any classroom instruction to students.

PROFESSIONAL DEVELOPMENT

Participation in professional development activities which do not apply toward advancement on the salary schedule requires a completed Request and Claim for Travel Form (available via Entrata > Employees > Finance > Forms). Once approved by campus administration, the faculty member is free to decide to attend the activity and utilize the form to submit for a money advance and reimbursement after the activity has been concluded. **Receipts for all expenditures must be attached to the reimbursement request to obtain payment.**

FACULTY SERVICES & RESOURCES

COLLEGE FACILITIES AND EQUIPMENT

IECC facilities and equipment, including all campus grounds, are provided primarily for the support of the regular education functions of the colleges and the activities necessary for the support of these functions. Some college facilities are available to faculty and the public for unique events. Contact the College Dean's office to schedule an event. A Facilities Use Request/Permit (available via Entrata > Employees > Forms > Miscellaneous) must be filled out before the event. Charges may be assessed for some events.

College functions take precedence over any other activities in the use of college facilities and equipment. The College does recognize its role as a community resource and does make its facilities and equipment available to the public according to established regulations and procedures. (Reference policy and procedure 300.17.)

To assure appropriate scheduling among groups permitted to use college facilities, the following priorities will serve as guidelines:

1. Community college-scheduled programs and activities.
2. Community college-related activities recognizing college-sponsored organizations and those public and private agencies whose purpose(s) relate to the advancement of community college programs and/or sponsored activities.
3. Other organizations or groups.

The administration reserves the right to deny or cancel the use of facilities when the applicant has failed to comply with the established regulations and procedures or when such use or meeting may in any way be prejudicial to the best interest of the College.

COLLEGE VEHICLES

Some college vehicles are available for faculty and staff for any local and some long-distance College-related travel, subject to availability and prior approval. In addition, all employees are subject to Business Procedure 300.1, Drivers License Procedure, as outlined in the IECC Policy and Procedures Manual. Use of private vehicles requires prior approval from the Business Office if mileage reimbursement is expected. Vehicle Request and Mileage Report forms are available in administrative offices and must be filled out before checking out a vehicle and upon its return. Drivers of vehicles with fifteen or more passengers must carry the new Commercial Driver's License (CDL).

COMMUNITY SERVICE

Community service and outside activities performed by full-time professional employees complement our mission to provide the highest quality instruction. IECC encourages full-time professional employees to participate in community services. Professional employees can acquire specialized skills and knowledge, which are valuable resources for research, consulting, and other activities.

COPYING SERVICES

Copying services are available on each campus. Instructors should allow ample time to carry out copying jobs in advance of the class period in which the material will be needed. In many cases, clerical staff will run the copies if sufficient time is provided. **If college copiers are used for personal and non-District business, individuals should pay for copies. Copies of copyrighted materials must be cleared through the College Dean to ensure compliance with the law.**

EMAIL ACCOUNTS

IECC utilizes email as the primary method of communication. Each faculty member will have an email account established upon hire. The faculty member's supervisor will submit the completed Information Technology Services Request Form to the Information Technology Department as part of the hiring process. The Information Technology Department will send the email password and instructions to the faculty member.

ENTRATA

Entrata is the online information system at IECC and is accessible by students, faculty, and staff. Entrata provides a portal to information, course listing, email, rosters, grades, transcripts and more. The Faculty Services area is designed to provide easy access to course rosters, student information, and communications. Faculty can submit 1st and 10th-day rosters and progress reports. Access to Canvas LMS for electronic course materials and testing is also available. (see Instructional server section.) Access to the Banner Web Products is also located in the area to access additional resources and student advisement. To access Entrata, go to the [IECC homepage](#) and click on the MyIECC link; login (as necessary) and click on Entrata.

PROGRAM WEBPAGES

IT and Marketing continue to develop program-specific web pages that will contain information, brochure(s), photos, program outline, faculty profile pages and other details. The pages will be maintained by marketing and faculty involved with each program (degree and certificate). To learn more about this, contact the Public Relations and Marketing staff at your College.

FACULTY MAILBOXES

Each College maintains faculty mailboxes. All regular mail to faculty is placed in the mailboxes. Outgoing mail should be left in the designated area for mailing. Bulk mail is handled as time permits. College postage is not used for personal mail.

HEALTH AND DENTAL PLANS (FULL-TIME FACULTY)

See current Collective Bargaining Agreement. and Full-Time Employee Health Insurance Information (available via Entrata > Employees > Human Resources/Payroll > Insurance).

HELP DESK

The IECC Help Desk is available Monday through Friday, 7:30 a.m. to 4:30 p.m. during the fall and spring semesters and 7:30 a.m. to 4:00 p.m. during the summer months to assist you with computer, software, and technical problems. For more information on the Help Desk questions and answers, go to Entrata > Employees > Help Desk.

IECC FACULTY AND STAFF RESOURCE CENTERS

The Faculty and Staff Resource Centers are located at each College in the [Learning Resource Center](#) (LRC) where assistance and support are available.

INSTRUCTIONAL COMPUTER LABS

Each College maintains **instructional computer labs**. Full-time faculty members are encouraged to use computer services on campus but should consult with campus staff before scheduling classes or other use of facilities. Open lab times for student and faculty use are established based on stated needs and the

availability of qualified lab monitors. Faculty desiring to use these facilities should contact the Dean for referral to the assistant lab managers.

CANVAS LEARNING MANAGEMENT SYSTEM (LMS) – ONLINE LEARNING

IECC utilizes the Canvas software for online learning. Canvas also provides online learning tools to supplement traditional classrooms, hybrid, HyFlex, and fully online courses. Syllabus, assignments, online testing, email, and chat are among a few of the tools accessible within Canvas. To learn more about this system log on to your account through Entrata and go to the "Faculty" link. To officially develop a fully online course, please submit an Online Course Approval Form (available via Entrata > Employees > Forms > Faculty) to the Dean. The [Distance Delivery Education Plan](#) outlines requirements and approvals for fully online courses.

Students access Canvas with a single sign-on via the Entrata portal, then clicking on the Canvas tab on the menu or on the student page. Faculty can access the Canvas system to begin developing course material. Access the Entrata portal and select the "Canvas" tab on the menu. For developmental areas inside Canvas contact the Help Desk to request setup. Assistance and training with Canvas is available through the IECC Help Desk at extension 4357.

Additional information and resources are found here: <https://my.iecc.edu/canvas/>

KEYS

Faculty members are issued keys to the room(s) used for instruction. The Key Request Form is obtained through the College Dean's Office. (Form is also available via Entrata > Employees > Forms > Miscellaneous.) All keys assigned to the faculty member are the responsibility of that faculty member and should not be loaned to other persons (College or non-college) without prior approval. Keys remain the property of IECC and are returned to the College at the College Dean's request.

LEARNING RESOURCE CENTERS

Each IECC college has a Learning Resource Center open to faculty, staff, and students, with access to resources and services both on and off-campus. Each LRC has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources for finding information and planning instruction.

Services provided by the LRCs include:

- library orientation and instruction,
- librarian/instructor project collaboration,
- demonstrations of online electronic resources and search tools,
- email support,
- interlibrary loan, and
- course reserves for students.

CARLI-SHARE AND DATABASE RESOURCES

The IECC Learning Resource Centers are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program gives faculty, staff, and students access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. A variety of instructional media is also available for borrowing. You can gain access to this vast collection of records via the online catalog search from your college's Library webpages ([FCC](#), [LTC](#), [OCC](#), [WVC](#)).

Requests for materials can be made from member libraries and delivered to the LRCs Monday - Friday for free, convenient pick-up. Library card numbers are needed to request items via the online catalog. Instruction on how to search the online catalog and set up an account is available from LRC personnel.

The I-Share's reciprocal borrowing policy also allows for members with a valid library card to visit any of the 88 I-Share libraries and borrow items onsite. These materials may be returned via one of the IECC college libraries.

Various material types (books, periodicals, DVDs, etc.) have specific loan periods and usage privileges determined by the lending library. Overdue fees by other college libraries may apply, depending on the lending libraries' policies. Contact your local library should you have any questions regarding emails or correspondence from other college libraries.

Available from your Entrata account ("Libraries" page) are a number of academic database resources, such as AccessScience, Credo Reference, EBSCO, Facts on File, and more. Students also have access to these databases for educational and research purposes.

CLASSROOMS AND AUDIO/VISUAL EQUIPMENT

Most classrooms come equipped with a large LCD TV or ceiling-mounted projectors for viewing media and online educational videos. Depending on availability, other equipment can be checked out from the LRCs for short-term use. Instructors should schedule AV equipment usage dates with LRC personnel in advance of dates when equipment is needed. Instruction for operating AV equipment is available from LRC personnel.

Off-campus instructors may also request and use equipment but need to notify their Learning Resource Center several days in advance. The instructor may then check out the equipment from the LRC and return it promptly after use.

MAINTENANCE REQUESTS

All facility maintenance problems should be reported to the designated individual as listed: College President (LTC and WVC); Dean (OCC); or O & M Team Leader (FCC). A Maintenance Work Order (available via Entrata > Employees > Forms > Maintenance Request) should be prepared by the person requesting the maintenance work and forwarded to the designated individual at your particular College. A custodian is assigned to each building on campus and should be available during the evening hours.

PURCHASE REQUISITIONS/INVENTORY

Full-time faculty may initiate **Purchase Requisitions** (see Banner) for expenditure of College funds. Faculty are not authorized to openly purchase items from local business establishments or "RUSH" orders prior to formal approval of the College Dean and President. All equipment purchased with grant funds **must be inventoried**; in addition, equipment costing \$1,000 or more **must be inventoried** via the Inventory Control Form (available via Entrata > Employees > Forms > Miscellaneous). Please contact the Director of Business for the proper instructions on processing purchase requisition transmittals. **No orders of any kind will be paid by the College unless requisitioned in the above-indicated manner.** An Inventory Disposal Request Form (available via Entrata > Employees > Forms > Miscellaneous) must be filled out and submitted to the College President before any inventory may be disposed of.

PUBLIC INFORMATION

At Frontier Community College, Lincoln Trail College, Olney Central College, and Wabash Valley College, the Public Information Office is available for assistance. Check with the office for proper procedures for advertisement. All faculty are encouraged to participate in public information and student recruiting activities involving their classes and programs. The best recruiters the College has are its full-time faculty.

POLICIES AND PROCEDURES

The board policy and procedure manuals are available via Entrata (Employees > Documents). The following policies and procedures are highlighted for faculty convenience.

ACADEMIC FREEDOM POLICY (800.6)

See [Webpage](#)

AMERICANS WITH DISABILITIES ACT (100.12)

See this [Webpage](#) for guidance on facilitating reasonable accommodations for students in your classroom.
See this [Webpage](#) for requesting reasonable accommodations for yourself.

APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES (200.2)

See [Webpage](#)

ASSIGNMENT OF CREDITS (500.7)

See [Webpage](#)

CAMPUS SAFETY & SECURITY POLICY (500.17)

See [Webpage](#)

CELL PHONE ALLOWANCE (400.25)

See Policy Manual

STUDENT COMPLAINTS (100.16)

See [Webpage](#)

CONCEALED FIREARMS POLICY (100.28)

See [Webpage](#)

DRUG-FREE SCHOOLS AND COMMUNITIES (100.9)

See [Webpage](#) and procedure (100.9)

EDUCATIONAL CURRICULUM & COURSE DEVELOPMENT (800.1)

See Policy Manual

EMPLOYEE TUITION WAIVER POLICY (500.14)

See Policy Manual (The Waiver form is available via Entrata > Employees > Forms > HR – Payroll > Personnel)

ETHICS POLICY FOR EMPLOYEES (100.27)

See Policy Manual

EVALUATING STUDENT PERFORMANCE (800.7)

See Policy Manual

FACULTY LEAVE POLICY (FULL-TIME FACULTY)

See current Collective Bargaining Agreement

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) (500.11)

See [Webpage](#) and procedure (500.11). Contact the District Office Human Resources Department for online FERPA tutorial and training.

NONDISCRIMINATION POLICY (100.8)

See [Webpage](#)

PREGNANCY RIGHTS NOTICE

If you are pregnant, recovering from childbirth, or have a condition related to Pregnancy, you have the right to ask for a reasonable accommodation. This includes bathroom breaks, assistance with heavy lifting, a private space for expressing milk, or time off to recover from your Pregnancy. For more information regarding your rights on Pregnancy in the Workplace, download the Illinois Department of Human Rights fact sheet at <https://dhr.illinois.gov/publications.html#pregnancy-rights> or refer to the posted "Pregnancy Rights Notice."

PREVENTING SEXUAL MISCONDUCT POLICY (100.31)

See [Webpage](#). (Included too are guidelines related to the rights of pregnant and parenting students.) Faculty are considered Responsible Employees and, as such, must report to the Title IX Coordinator if they are made aware of any alleged Sexual Misconduct.

PROGRAM REVIEW AND EVALUATION (800.2)

See Policy Manual

READMISSION BY PETITION

See [Webpage](#)

REMOTE ACCESS POLICY (200.4)

See Policy Manual

STUDENT CODE OF CONDUCT POLICY (500.8)

[Student Code of Conduct](#)

STUDENT RELIGIOUS OBSERVANCES (500.34)

See [Webpage](#)

STUDENT WITHDRAWAL POLICY (500.30)

[Student Withdrawal Policy](#)

TOBACCO-FREE/SMOKE-FREE CAMPUS (100.15)

See [Tobacco-Free/Smoke-Free Campus Policy](#). Smoking and the use of tobacco products is prohibited on all IECC property.

Commonly Used Acronyms

- ADA Americans with Disabilities Act
- ALO..... Accreditation Liaison officer
- BOT Board of Trustees
- CAO Chief Academic Officer
- CETL..... Center for Excellence in Teaching and Learning
- CFO Chief Financial Officer
- CHC Credit Hour Calculator
- CRN Credit Reference Number
- DEI Diversity, Equity, Inclusion
- ELL English Language Learner
- F2F Face to Face Instruction
- FTE Full Time Equivalent
- GPA..... Grade Point Average
- HQT Highly Qualified Teacher
- ID Instructional Designer
- IEP Individualized Education Program / Individualized Learning Plan
- IT..... Information Technology
- K-12 Kindergarten through 12th grade
- LD Learning Disability
- MOU Memorandum of Understanding
- PD Professional Development
- POT Part of Term
- QM Quality Matters
- R Thursday (on a student schedule)
- SEL Social and Emotional Learning
- SLD Specific Learning Disability
- SLH..... Synchronous Lecture Halls
- SLP Speech and Language Program
- STAR..... Standardized Testing and Reporting
- STEAM ... Science, Technology, Engineering, Art, and Mathematics
- STEM..... Science, Technology, Engineering, and Mathematics

[Complete list of IECC Acronyms](#)