

400.1 Selection and Employment

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**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Procedure - Personnel Employment**

The following procedures are general guidelines for employment. The Chief Executive Officer/Chief Operating Officer may make changes and/or recommend exceptions to the procedures at his/her discretion.

Full-Time Positions

1. The College President or District Administrator will notify Human Resources when they want to open a currently vacant position for advertisement. Requests for new positions will be submitted to the Cabinet for approval, prior to advertisement.
2. Human Resources Department distributes vacancy information.
  - a. Timetable, announcement, ad, and distribution list are prepared and sent to appropriate staff for approval.
  - b. Announcement is distributed for internal posting.
  - c. Purchase orders and ads are prepared for advertisements in newspapers, The Chronicle of Higher Education, and other publications as requested.
  - d. Announcement is sent to university placement services, job service agencies, community colleges, and other mailing lists as requested.
3. Human Resources Department processes applications.
  - a. Letters of acknowledgement and IECC employment application forms are sent to applicants.
  - b. Applicant list and files are prepared.
  - c. Applicant file, personnel forms, and selection process information is uploaded to protected public folder.
4. Screening and Interview Committee is selected to review applications, conduct interviews and reference checks, and recommend a candidate or a list of evaluated candidates for the position. Anyone serving as a reference for an applicant shall be ineligible to serve on the committee.
  - a. The Chief Executive Officer shall designate an employee to serve as the Chairperson of the Screening and Interview Committee for positions supervised by District Office staff and the Dean of Workforce Education. The Chairperson shall select members to serve on the committee.
  - b. The President shall designate an employee to serve as the Chairperson of the Screening and Interview Committee for college-level positions. The President or Chairperson shall select members to serve on the committee.

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- c. The Chairperson of the committee or designee shall request any required and additional application information (completed application, official transcript(s), and three reference letters) not provided by candidates selected for interviews and conduct a minimum of three reference checks using form provided by HR Department.
  - d. The committee shall review all applications and evaluate candidates based upon educational preparation, training, work experience, and other factors that contribute to an individual's ability to perform the job duties of the position.
5. Recommendation is submitted to Executive Director of Human Resources.
- a. Recommendation of candidate is sent to Human Resources Department.
    1. Employment recommendation letter and personnel employment data sheet is submitted to the Human Resources Department from the college or department. The employment recommendation letter shall include the following information: Screening and Interview Committee members, ad and announcement distribution list, number of applications, number of candidates interviewed, recommendation of candidate, rationale for hiring, and salary.
  - b. Executive Director of Human Resources contacts candidate to confirm acceptance, wages, and benefits.
    1. If candidate accepts position, Human Resources Department sends confirmation letter to the individual and contacts President or Department Head.
    2. Human Resources Department contacts candidates not chosen for the position after approval from the Committee Chair.
6. Human Resources Department processes criminal background check on recommended candidate.
7. Human Resources Department mails the following information to the Board of Trustees. Hire date will be no earlier than two days following the board meeting unless an exception is made by the Chief Executive Officer.
- a. Candidate's Application letter
  - b. Employment Application form
  - c. Personnel Employment Data Sheet
  - d. Resume
  - e. Position announcement
  - f. Official Transcripts, if applicable
  - g. Employment recommendation letter
8. Employment recommendations are submitted to the Board of Trustees.
- a. Human Resources Department prepares the Board Personnel Report.
  - b. Human Resources Department prepares notification letter to be sent to candidates immediately following the Board meeting.
9. Chief Executive Officer/Chief Operating Officer send letter to notify candidate of employment.

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10. Supervisor contacts candidate immediately following Board meeting to notify candidate of employment status.
11. Applications from candidates not selected will be retained in the Human Resources Department and archived in accordance with records retention procedures.

Part-Time Positions

1. Applicants being considered for part-time employment must complete the Employment Application Addendum and Background Check form. The Application Addendum and Background Check form must be submitted by the college or district department and received by the Human Resources office a minimum of 5 working days before the proposed start date of the applicant. The Chief Executive Officer or the Executive Director of Human Resources MUST approve and sign the Application Addendum form BEFORE the applicant may begin working. The Human Resources Department will notify the supervisor when the applicant has been approved for employment. Criminal Background checks do not need to be conducted on student workers, or work study students, unless employed in the child care centers.
2. Upon approval of employment by the Chief Executive Officer or Executive Director of Human Resources, appropriate forms and the application packet should be forwarded to the Human Resources Department.

Unsolicited Applications

1. Human Resources Department sends acknowledgement letter and application forms to applicants.

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**SALARY GUIDELINES FOR  
ADMINISTRATIVE AND PROFESSIONAL/NON-FACULTY EXEMPT PERSONNEL**

Exempt full-time administrative and professional/non-faculty employees of Illinois Eastern Community Colleges District #529 are governed by the following salary guidelines as established by the IECC Board of Trustees:

1. Administrative and Professional/Non-Faculty positions are classified according to job title. The job title may refer to one position at one location or to several positions at multiple locations.
2. Each of the titles will be accompanied by a job description and entry level salary.
3. Beginning salaries will be no lower than the established and approved entry level salary and no higher than 15% above the entry level salary, based on qualifications and experience. Exceptions to this guideline may be made at the discretion of the Board. In addition, some positions may not have ranges of 15% because of being new positions.
4. Entry level salaries for all job titles will be reviewed annually by the Board of Trustees and adjusted at the discretion of the Board.
5. Position and job titles are only added with Cabinet and then Chief Executive Officer/Chief Operating Officer approval.

**HOURLY RATE GUIDELINES FOR  
ADMINISTRATIVE AND PROFESSIONAL/NON-FACULTY NON-EXEMPT PERSONNEL**

Non-Exempt full-time administrative and professional/non-faculty employees of Illinois Eastern Community Colleges District #529 are governed by the following hourly rate guidelines as established by the IECC Board of Trustees:

1. Administrative and Professional/Non-Faculty Non-Exempt positions are classified according to job title. The job title may refer to one position at one location or to several positions at multiple locations.
2. Each of the titles will be accompanied by a job description and entry level hourly rate.
3. Beginning hourly rate will be no lower than the established and approved entry level hourly rate and no higher than 15% above the entry level hourly rate, based on qualifications and experience. Exceptions to this guideline may be made at the discretion of the Board. In addition, some positions may not have ranges of 15% because of being new positions.
4. Entry level hourly rates for all job titles will be reviewed annually by the Board of Trustees and adjusted at the discretion of the Board.
5. Position and job titles are only added with Cabinet and then Chief Executive Officer/Chief Operating Officer approval.

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**EXEMPT POSITIONS**

**Administrative & Professional/Non-Faculty**

<b>JOB TITLES</b>	<b>ANNUAL ENTRY SALARY</b>
<b>Administrative</b>	
Chief Executive Officer/Chief Operating Office	TBD
President	TBD
Chief Finance Officer/Treasurer	TBD
Chief Academic Officer	TBD
Dean of Workforce Education	TBD
Associate Dean of Workforce Education	TBD
Associate Dean of Nursing & Allied Health	TBD
Dean of Instruction	TBD
Director of Information & Communications Technology	\$64,010
Executive Director of Human Resources	\$59,238
Assistant Dean of Student Services	\$51,134
Director of Academic Success Centers	\$40,008
<b>Professional Non-Faculty</b>	
Project Director, Title III Grant	\$51,134
Program Director of Student Learning Assessment	\$51,134
Program Director of Grants & Compliance	\$51,134
Program Director of International/Director of District Student Recruitment	\$51,134
Program Director of Adult Education	\$51,134
Program Director of Cosmetology	\$47,068
Head Coach, Athletic Director/Coach	\$44,807
Information Systems Technology Specialist, Title III	\$41,802
Welding Specialist, Title III	\$41,802
Drone Technology Specialist, Title III	\$41,802
Assistant Program Director of Cosmetology	\$41,607
Director of Business & Finance	\$40,008
Director of Instructional Services	\$40,008
Director of Adult Education	\$40,008
Director of Academic Advising & Recruitment	\$40,008
Director of Learning Skills Center	\$40,008
Director of Academic Advising	\$40,008
Director of TRIO Student Support Services	\$40,008
Director of TRIO Upward Bound	\$40,008
Director, Transition Center & Perkins	\$40,008
Director of Paramedicine	\$40,008
Assistant Director of Emergency Preparedness	\$37,095
Assistant Softball Coach/Bookstore Manager	\$37,095

Coordinator, Literacy Development	\$37,095
Coordinator of Advisement/Career Advisement	\$37,095
TRIO Upward Bound Coordinator	\$37,095
Advising Specialist, Title III	\$37,095

**NON-EXEMPT POSITIONS**

**Administrative & Professional/Non-Faculty**

JOB TITLES	HOURLY ENTRY WAGE
<b>Administrative</b>	
Director of Business	\$19.24
<b>Professional Non-Faculty</b>	
Coordinator of Web & Online Learning Services	\$21.66
Research Data Analyst	\$21.66
Systems Administrator	\$21.66
Director of Financial Operations	\$21.66
Director of Registration & Records	\$19.24
Director of Financial Aid	\$19.24
Information Technology Trainer/Support	\$19.24
Communication Analyst	\$18.86
Executive Assistant to the CEO	\$18.86
Bobcat Den Manager	\$16.16
Bookstore Manager	\$16.16
Manager of Food Services	\$16.16
Coordinator of Registration & Records	\$16.16
Coordinator of Financial Aid	\$16.16
Coordinator of Marketing and Career Services	\$16.16
Coordinator of Retention and Recruitment	\$16.16
Coordinator of Public Information and Marketing	\$16.16
Coordinator of Career Services	\$16.16
Retention Coordinator	\$16.16
Coordinator of Payroll Services	\$16.16
Coordinator of Employment and Benefits	\$16.16
Coordinator of Curricular Reporting & Articulation	\$16.16
Coordinator of Upward Bound	\$16.16
Broadcast Services Specialist	\$13.03

**Subject to Board approval, employees in some of the positions in the above table could move to exempt upon the employee’s salary reaching the Department of Labor’s approved salary level and duties test for exempt status.**

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**SALARY GUIDELINES FOR  
 CLERICAL/SECRETARIAL, MAINTENANCE/CUSTODIAL,  
 AND TECHNICAL PERSONNEL**

Full-time employees of Illinois Eastern Community Colleges District whose conditions of employment are subject to the Illinois Wage and Hour Law are governed by the following salary guidelines as established by the IECC Board of Trustees:

1. Non-exempt clerical/secretarial, maintenance/custodial, and technical employees are classified according to job title. The job title may refer to one position at one location or to several positions at multiple locations.
2. A job description will be maintained for every job title. It will be used, along with six job classification criteria and other considerations deemed appropriate, for establishing an entry salary for each position.
3. Beginning salaries will be no lower than the entry salary and no higher than 15% above the entry salary, based on qualifications and experience. Exceptions to this guideline may be made at the discretion of the Board.
4. Entry level salaries for all job titles will be reviewed annually by the Board of Trustees and adjusted at the discretion of the Board.

**JOB CLASSIFICATION CRITERIA**

Entry level salaries are established for Illinois Eastern Community Colleges non-exempt employees, in part, by evaluating the job description for each position on the basis of six job criteria. These criteria are:

1. Education or Training Required
2. Supervision Required
3. Responsibilities Requiring Skill in Human Relations
4. Responsibility for Confidential Data
5. Supervisory Responsibilities
6. Effect of Errors

Each position is rated against each criterion on a scale of 1 of 3, with 1 representing the lowest level of responsibility and 3 the highest. Using the following table, the combined total for the six ratings will serve as a consideration in determining the entry pay level. Other factors may also affect the final pay level determination.

<u>Position Group</u>	<u>Total Score</u>	<u>Hourly Entry Wage</u>
1	6 – 7	\$10.49
2	8 – 9	10.49
3	10 – 11	11.36
4	12 – 13	12.31
5	14 – 15	13.85
6	16 – 18	15.39

The standards for rating each of the six job categories are as follows:

400.1 Selection and Employment**EDUCATION OR TRAINING REQUIRED**

This factor evaluates the job requirements in terms of educational degrees and/or training which an employee should have acquired to do the job satisfactorily, however and wherever acquired, whether in school, by independent study, or by on-the-job training.

Score

- 1 High school diploma or equivalent level of training. Specific skills would include operation of general office, housekeeping, or building and grounds equipment such as switchboards, copiers, lawn mowers, floor polishers, computers (basic skills), etc. Level of general education would enable employee to prepare simple reports, perform simple calculations, maintain records and files, and to interact with other people.
- 2 Associate Degree or equivalent level of training. Work would require extensive technical specialized training such as that which would be acquired in the first two years of college or technical school or in several years of on-the-job training. Skills would include ability to operate complex equipment, prepare complex reports, perform complex computations, perform complex computer tasks and operations (such as desktop publishing, database and spreadsheet use and design, etc.)
- 3 Bachelors Degree or equivalent level of training. Work would demand broad generalized knowledge and/or specific technical training such as would be acquired through the completion of a baccalaureate degree program. Knowledge or training would include such abilities as operation and repair of complex mechanical or electrical equipment, advanced bookkeeping or accounting skills, counseling and advising skills, supervisory ability, etc.

**SUPERVISION REQUIRED**

This factor evaluates the degree of independent action required, the extent to which the duties are standardized, the exercise of judgement, the type of decisions the job requires and the exercise of discretion, resourcefulness, or creative effort in devising methods and procedures.

Score

- 1 Routine work performed under supervision. Requires specific and detailed instructions.
- 2 Works with some but not constant supervision. Initiative and judgement are required within parameters clearly defined by the supervisor or from established procedures and instructions.
- 3 Works with the most minimal supervision. Exercises a high level of independent judgement and initiative.



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This factor measures the frequency with which the employee deals with people and the degree of human relations skills required.

Score

- 1 No responsibilities requiring special skills in human reactions beyond common courtesy.
- 2 Responsibilities involving significant contact with others of a routine and sometimes problem-solving nature, requiring skill in human relations, with unusual situations referred to higher authority.
- 3 Responsibilities involving significant contact with others, frequently of a non-routine problem-solving nature, requiring the highest level of skill in human relations to handle.

**RESPONSIBILITY FOR CONFIDENTIAL DATA**

This factor evaluates the integrity and discretion necessary to safeguard confidential data handled or obtained in the normal performance of duties.

Score

- 1 No normal access to confidential data.
- 2 Access to confidential data which, if disclosed, would have moderate adverse effects.
- 3 Access to the most sensitive confidential data which, if disclosed, would have serious adverse internal or external effects.

**SUPERVISORY RESPONSIBILITIES**

This factor measures the responsibility placed on the employee to assign work, check the work of, instruct, and supervise other employees.

Score

- 1 No supervisory authority except for work-study or student workers on an occasional basis.
- 2 Supervisory authority on a regular basis over part-time workers, student workers, or work-study students.
- 3 Supervisory authority over full-time workers.

**EFFECT OF ERRORS**

This factor evaluates the responsibility for loss to the college or district from any single error as a result of actions or decisions made by the incumbent in the position. It considers the probable effect of errors based on the degree to which the work is verified or checked, either in succeeding operations, by the procedures themselves, or by the supervisor.

Score

- 1 No responsibilities in which errors cause significant loss or trouble for college or district. Errors readily detected and corrected.
- 2 Responsibilities in which errors cause moderate loss or trouble for the college or district. Errors are usually discovered in succeeding operations and are normally confined to a single area or phase of college or district operations.
- 3 Responsibilities in which errors cause significant loss or trouble for college or district. May not be subject to routine verification or check. May result in problems or losses such as significant overpayment, severe inconvenience to students, improper utilization of labor, material, or equipment, etc.

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**IECC TECHNICAL, CLERICAL/SECRETARIAL, MAINTENANCE/CUSTODIAL PERSONNEL  
 NON-EXEMPT  
 Position Group Job Titles**

<u>POSITION GROUP</u>	<u>JOB TITLES</u>
	<b><u>Classified Staff</u></b>
6	Upward Bound or Student Support Services Counselor
5	Bookkeeper
5	Career Advisor
5	College Academic Advisor
5	Technology Systems Specialist
5	Help Desk/Computer Technician
5	Information Systems Technician
5	International Student Liaison
5	Jobs Advisor
5	Payroll Clerk
5	Program Assistant
5	Recruiter/Advisor
5	Program Advisor
5	Program Support Specialist
4	Accounts Payable Clerk
4	Administrative Assistant to President
4	Business Office Clerk
4	Computer Operator
4	Emergency Preparedness Technician
4	Literacy Develop Center Tech
4	Maintenance Worker
4	Research Assistant
4	Textbook/Library Equip Tech
4	Transition/Data Technician
3	Administrative Assistant
3	Groundskeeper
3	Lead Custodian
3	Resource Room Advisor
2	Computer Lab Assistant
2	Custodian
2	Library Assistant
2	Bookstore Assistant
2	Office Assistant
1	Clerk/Receptionist
1	Food Service Assistant

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**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Procedure - Employee Orientation**

Supervisors are responsible for initial orientation of new employees. Supervisors will conduct orientation the first day of employment or as soon thereafter as possible.

The Human Resources Department is responsible for the district-wide orientation of new employees and will conduct orientation at the District Office or another District location. New staff orientation will occur monthly or on an as needed basis. New faculty orientation will be held semi-annually.

The following information should be sent to individuals recommended for employment after the Human Resources Department sends the confirmation letter:

1. Time, date, and place person is to report to work.
2. Name of the employee to whom the person should report.
3. Map of the college with room numbers.
4. Name of an employee that can be contacted if there are questions prior to the hire date.
5. Faculty should receive directions on how to obtain textbooks and course syllabi in the event they wish to request this information prior to their hire date.
6. Information from Chamber of Commerce if the person is not local.

Copies of the following documents and information should be given to new employees at the initial orientation meeting with their supervisor:

1. Job description
2. Job description of employees they will supervise
3. Organizational charts (available on the Intranet)
4. Policy Manual (available on the Intranet)
5. Procedures Manual (available on the Intranet)
6. Phone list (available on the Intranet)
7. Holiday list (available on the Intranet)
8. Board of Trustees meeting dates and meeting dates for other standing committees

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9. College catalog and other brochures and information explaining the organization of the district (available on the Intranet)
10. Copies of mileage reports, time sheets, leave/absence forms, etc. (available on the Intranet)
11. Employee handbook (for non-faculty, full-time staff – available on the Intranet)
12. Faculty handbook (for faculty and selected administrators – available on the Intranet)
13. Faculty contract (for faculty and selected administrators – available on the Intranet)
14. Information regarding supplies, keys, copier use, kitchen use, phone, parking, child care, pool use, attendance at college functions, etc.
15. Information (full-time employees) regarding 403(b) plan. Full-time and part-time employees are eligible for tax-sheltered annuity treatment that allows the employee to postpone income taxation until after the employee retires. These provisions pertain to an annuity contract that is not a part of a qualified nondiscriminatory plan. This annuity is generally known as a Sec. 403(b) program.

The following full-time faculty/staff orientation process will be implemented by the Human Resources Department following approval of hire by the Board of Trustees:

1. Letter to Supervisor acknowledging new employee hired, which includes:
  - a. New Employee Orientation Checklist
  - b. Schedule of district-wide orientation activities
2. Welcome information
  - a. Welcome letter from Human Resources Department
  - b. Schedule of district-wide orientation activities
  - c. Information folder from Human Resources Department containing contact information, payroll/benefit information, etc.
3. District-wide orientation meetings will be conducted at the District Office or other designated District location.
  - a. Staff orientation will be conducted monthly or on an as needed basis.
  - b. Faculty orientation will be conducted in August and January.
4. The orientation program will cover:
  - a. Orientation presentation (full-time faculty or full-time staff)
  - b. Review of IECC homepage, Entrata, Outlook, IT Services/Helpdesk and Intranet
  - c. Review of benefits
  - d. Review of forms
  - e. Question/answer session

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5. The orientation program will be evaluated and follow-up will be conducted via email contact and annual survey.

The following orientation process will occur for all new part-time faculty and staff:

1. Welcome letter or email sent to each new part-time faculty or staff member by HR Department directing employee to access on-line orientation program on Intranet.
2. The orientation program will cover:
  - a. District-wide employment issues
  - b. Evaluation procedures
  - c. Benefits, i.e., tuition waivers, discounts at colleges
  - d. Contact information

Other general suggestions include:

1. FCC part-time faculty may require special instructions; for example, copier use for those faculty who are not close to the campus.
2. Tours of the campus and/or district should be conducted.
3. A mentor should be assigned to each new employee.

400.2 Evaluation Procedure

Revised: 1/8/97

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**ILLINOIS EASTERN COMMUNITY COLLEGES****Procedure - Faculty Evaluation**

The purpose of these procedures is to evaluate the performance and qualifications of faculty members, to improve the learning process, to apprise faculty members of their strengths and weaknesses, to determine the desirability of tenure when an individual is eligible, and to provide information for use in making personnel decisions in accordance with Chapter 122, Section 103-B, Illinois Revised Statutes.

1. Evaluation of Tenured Faculty Members. The Dean of Instruction of each college, or his/her designee, shall have the responsibility for evaluating in writing each tenured faculty member at least once every two years. The person making the evaluation will hold an individual conference with the tenured faculty member to discuss the results of the evaluation.

The written evaluations, together with the recommendations of the College President, shall be submitted to the Chief Executive Officer/Chief Operating Officer.

2. Evaluation of Full-time Probationary Faculty Members. The Dean of Instruction of each college, or his/her designee, shall have the responsibility for evaluating in writing each probationary (non-tenured) faculty member at least once during each year that he/she is employed as a full-time member. Following each written evaluation, the person making the evaluation will hold an individual conference with the probationary faculty member to discuss the results of the evaluation.

The following timetable shall normally be followed in evaluating probationary faculty members.

- A. Probationary Faculty Members Whose Continuous Full-Time Employment Commences with the Start of the Fall Semester. The evaluation is to be completed on or before February 1 and submitted to the Chief Executive Officer/Chief Operating Officer by February 15.
- B. Probationary Faculty Members Whose Continuous Full-Time Employment Commences with the Start of the Spring Semester. The evaluation is to be completed on or before October 1 and submitted to the Chief Executive Officer/Chief Operating Officer by October 15.

The purpose of the foregoing timetable for evaluations is to enable the Board to decide at least sixty (60) days before the end of the school year or term whether or not a full-time probationary faculty members contract should be renewed.

The written evaluations, together with the recommendations of the College President, shall be submitted to the Chief Executive Officer/Chief Operating Officer who, in turn, shall submit his/her recommendations to the Board.

It shall be the responsibility of the Board to decide at least sixty (60) days before the end of the school year or term whether or not a full-time probationary faculty members contract should be renewed. If the Board decides to dismiss a probationary faculty member for the ensuing year or term, the Board shall give notice thereof to the faculty member not later than sixty (60) days before the end of the school year or term. The specific reasons for the dismissal shall be confidential but shall be issued to the faculty member upon request.

400.2 Evaluation Procedure

3. Generally

The Chief Executive Officer/Chief Operating Officer, or his/her designee, shall have the responsibility to establish or revise the criteria and standards to be used for the evaluation and assessment of faculty members. After the criteria and standards are established or revised, a copy shall be provided to all faculty members.

In addition to the formal written evaluations specified above, the performance and qualifications of faculty members may be assessed by other evaluative data.

While general adherence to the evaluation mechanism and timetable set forth is desirable, the Board may make personnel decisions irrespective of the procedural steps and time frames set forth herein.

400.2 Evaluation Procedure**ILLINOIS EASTERN COMMUNITY COLLEGES****Procedure - Evaluation of All Full-Time Tenured Faculty**

It is the responsibility of the district to implement the following procedures which will provide for the evaluation of all full-time tenured faculty:

1. The President of each college shall have the responsibility to submit a recommendation to the Chief Executive Officer/Chief Operating Officer regarding each tenured faculty member. This recommendation shall be based on written evaluation(s).
2. Written evaluations of each tenured faculty member will be accomplished in the following manner:
  - A. The Dean of Instruction, or his/her designee, will be the evaluator at each college.
  - B. The evaluation team will visit tenured faculty members and complete the evaluation form. Input will be solicited from other appropriate supervisors or administrators during the evaluation process of each tenured faculty member. Insofar as possible this input will be solicited prior to the classroom visitation.
  - C. The evaluator with the input of other appropriate supervisors or administrators, will also evaluate other aspects of the jobs to be performed by faculty where applicable. The criteria that will be used in the evaluation process in addition to classroom or other formal activity (depending upon an instructors teaching assignment) will include:
    - (1) Advisory committee work in programs.
    - (2) Maintaining curriculum, course updates, and revisions.
    - (3) College committee work.
    - (4) Maintaining records as required by law, college policy, and administrative regulations.
    - (5) Maintaining scheduled office hours.
    - (6) Attending and participating in faculty and division meetings.
    - (7) Attending local, state, and regional professional meetings and/or participating in other forms of professional upgrading.
    - (8) Maintaining proper controls on and maintenance of tools, equipment, supplies and materials under one's area of responsibility.
    - (9) Performing related duties as assigned by the administration in accordance with college policies and practices.
    - (10) Assisting in upholding and enforcing college rules and administration regulations.



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- (11) Providing students with public performances and displays in such areas as music, speech, theatre, art, and reader's theatre; in order to provide the competitiveness and appreciation necessary for students to compete at the senior college level.
  - (12) Providing students with academic advice and other educational services in order to insure student success.
  - (13) Providing students with co-curricular activities in such areas as athletics, field trips, and occupationally related clubs.
  - (14) Providing timely and complete reports required for ICCB, Higher Learning Commission, special accreditation associations, the Board of Higher Education, and other required reports.
  - (15) Disseminating program information: (a) recruitment of area students through high school visitations, college nights, college open house, and (b) invitations to high school faculty and students to the campus.
  - (16) Providing an atmosphere of cooperation with administration.
3. A formal evaluation conference with the evaluator and the faculty member will be held following a classroom visitation and/or evaluation filed on the other job performance criteria that are outlined above. The conference should be held within one to five working days following such evaluation.
  4. A faculty member will be apprised of any defects and/or deficiencies in his/her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remediate the defects/deficiencies cited.
  5. A faculty member will be given the opportunity to respond in writing to any part of the evaluation and that response will be attached to the official evaluation file.
  6. The evaluator will evaluate tenured faculty a minimum of once every two years.
  7. All evaluation visits will be made unannounced to the faculty member involved. (This does not preclude a faculty person from inviting an administrator into a class for an informal visitation or for administrators making an occasional announced visitation.)
  8. Evaluations will be submitted to the Chief Executive Officer/Chief Operating Officer within 30 days after the evaluation is completed.
  9. If a decision to dismiss a tenured staff member is made, all requirements as outlined in the Community College Tenure Act, Section 3B-4 "Dismissal of Tenured Faculty Member for Cause" will be followed.
  10. All written evaluations of tenured faculty shall be kept on file in Human Resources at the District Office.

400.2 Evaluation Procedure**ILLINOIS EASTERN COMMUNITY COLLEGES****Procedure - Evaluation of All Full-Time Non-Tenured Faculty**

It is the responsibility of the district to implement the following procedures which will provide for the evaluation of all full-time non-tenured faculty:

1. The President of each college shall have the responsibility to submit a recommendation to the Chief Executive Officer/Chief Operating Officer regarding each non-tenured faculty member. This recommendation shall be based on written evaluation(s).
2. Written evaluations of each non-tenured faculty member will be accomplished in the following manner:
  - A. The Dean of Instruction, or his/her designee, will be the evaluator at each College.
  - B. Each evaluator will visit non-tenured faculty members and complete the evaluation form independently. Input will be solicited from other appropriate supervisors or administrators during the evaluation process of each non-tenured faculty member. Insofar as possible this input will be solicited prior to the classroom visitation.
  - C. The evaluator, with the input of other appropriate supervisors or administrators, will also evaluate other aspects of the jobs to be performed by faculty where applicable. The criteria that will be used in the evaluation process in addition to classroom or other formal activity (depending upon an instructor's teaching assignment) will include:
    - (1) Advisory committee work in programs.
    - (2) Maintaining curriculum, course updates, and revisions.
    - (3) College committee work.
    - (4) Maintaining records as required by law, college policy, and administrative regulations.
    - (5) Maintaining scheduled office hours.
    - (6) Attending and participating in faculty and division meetings.
    - (7) Attending local, state, and regional professional meetings and/or participating in other forms of professional upgrading.
    - (8) Maintaining proper controls on and maintenance of tools, equipment, supplies and materials under one's area of responsibility.
    - (9) Performing related duties as assigned by the administration in accordance with college policies and practices.
    - (10) Assisting in upholding and enforcing college rules and administrative regulations.

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- (11) Providing students with public performances and displays in such areas as music, speech, theatre, art, and readers theatre; in order to provide the competitiveness and appreciation necessary for students to compete at the senior college level.
  - (12) Providing students with academic advice and other educational services in order to insure student success.
  - (13) Providing students with co-curricular activities in such areas as athletics, field trips, and occupationally related clubs.
  - (14) Providing timely and complete reports required for ICCB, Higher Learning Commission, special accreditation associations, the Board of Higher Education, and other required reports.
  - (15) Disseminating program information: (a) recruitment of area students through high school visitations, college nights, college open house, and (b) invitations to high school faculty and students to the campus.
  - (16) Providing an atmosphere of cooperation with administration.
3. A formal evaluation conference with the evaluator and the faculty member will be held following a classroom visitation and/or evaluation filed on the other job performance criteria that are outlined above. The conference should be held within one to five working days following such evaluation.
  4. A faculty member will be apprised of any defects and/or deficiencies in his/her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remediate the defects/deficiencies cited.
  5. A faculty member will be given the opportunity to respond in writing to any part of the evaluation and that response will be attached to the official evaluation file.
  6. The evaluator will evaluate non-tenured faculty a minimum of once a year until tenure is conferred.
  7. All evaluation visits will be made unannounced to the faculty member involved. (This does not preclude a faculty person from inviting an administrator into a class for an informal visitation or for administrators making an occasional announced visitation.)
  8. Any faculty member who has been employed in the college for a period of three (3) successful consecutive school years shall be eligible for tenure. Recommendations for tenure will be made by the President and submitted to the Chief Executive Officer/Chief Operating Officer.
  9. The Chief Executive Officer/Chief Operating Officer will review recommendations for tenure and make his/her recommendation to the Board of Trustees.
  10. This evaluation procedure recognizes that only the Board of Trustees has the authority by law to confer tenure.

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11. The Board of Trustees may, however, at its option, extend such period (non-tenure) for one additional school year by giving the faculty member notice not later than 60 days before the end of the school year or term during the school year or term immediately preceding the school year or term in which tenure would otherwise be conferred. Such notice will state the corrective actions which the faculty member should take to satisfactorily complete service requirements for tenure. The specific reasons for the one-year extension shall be confidential but shall be issued to the teacher upon request.
12. If the implementation of the above final evaluation system results in a decision to dismiss a non-tenured faculty member (as named in this section) for the ensuing school year or term, the Board of Trustees shall give notice thereof to the faculty member not later than 60 days before the end of the school year or term. The specific reasons for the dismissal shall be confidential but shall be issued to the faculty member upon request.
13. If a decision to dismiss a non-tenured faculty member is made, all requirements as outlined in the Community College Tenure Act, Section 3B-3 "Dismissal of Non-Tenured Faculty Member" will be followed.
14. All written evaluations of non-tenured faculty shall be kept on file in Human Resources at the District Office.

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**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Procedure - Evaluation of Part-Time Faculty**

The purpose of this procedure is to evaluate the performance and qualifications of part-time faculty members, to improve the learning process and to apprise part-time faculty members of their strengths and weaknesses.

It is the responsibility of the President to implement the following procedures which will provide for the evaluation of part-time faculty:

1. The President of each college shall have the responsibility of providing leadership regarding written evaluations of part-time faculty. All written evaluations of part-time faculty shall be kept on file in Human Resources at the District Office.
2. Written evaluations of each part-time faculty member will be accomplished in the following manner:
  - A. The Dean of Instruction, or his/her designee, will be the evaluator at each college.
  - B. The evaluator will visit part-time faculty members and complete the evaluation form. Input will be solicited from any appropriate full-time faculty members and administrators during the evaluation process of each part-time faculty member. Insofar as possible this input will be solicited prior to the classroom visitations.
  - C. The evaluator, with the input of any appropriate full-time faculty and administrators, will also evaluate other aspects of the jobs to be performed by part-time faculty. Where applicable this criteria may include:
    - (1) Advisory committee work in programs.
    - (2) Assisting in maintaining curriculum, course updates, outlines and revisions.
    - (3) College committee work.
    - (4) Maintaining records as required by law, college policy, and administrative regulations.
    - (5) Being available for students' needs when necessary.
    - (6) Attending and participating in faculty meetings.
    - (7) Attending local, state, and regional professional meetings and/or participating in other forms of professional upgrading.
    - (8) Maintaining proper controls on and maintenance of tools, equipment, supplies and materials under one's area of responsibility.
    - (9) Performing related duties as assigned by the administration in accordance with college policies and practices.

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- (10) Assisting in upholding and enforcing college rules and administrative regulations.
  - (11) Providing students with public performances and displays in such areas as music, speech, theatre, art, and reader's theatre; in order to provide the competitiveness and appreciation necessary for students to compete at the college level.
  - (12) Providing students with academic advice and other educational services in order to insure student success.
  - (13) Providing students with co-curricular activities in such areas as athletics, field trips, and occupationally related clubs.
  - (14) Providing timely and complete reports required for ICCB, Higher Learning Commission, special accreditation associations, the Board of Higher Education, and other required reports.
  - (15) Disseminating program information: (a) recruitment of area students through high school visitations, college nights, college open house, and (b) invitations to high school faculty and students to the campus.
  - (16) Providing an atmosphere of cooperation with administration.
3. A formal evaluation conference with the Dean of Instruction and the part-time faculty member will be held following a classroom visitation and/or evaluation filed on the other job performance criteria that are outlined above. The conference should be held within one to five working days following such evaluation.
  4. A part-time faculty member will be apprised of any defects and/or deficiencies in his/her performance as discovered in the formal evaluation process. The person evaluated will be advised to take appropriate action to remediate the defects/deficiencies cited.
  5. A part-time faculty member will be given the opportunity to respond in writing to any part of the evaluation and that response will be attached to the official evaluation file.
  6. All evaluation visits will be made unannounced to the part-time faculty member involved. (This does not preclude a faculty person from inviting an administrator into a class for an informal visitation or for administrators making an occasional visitation.)
  7. The Dean of Instruction, or his/her designee, will evaluate new part-time faculty during the first semester of employment and a minimum of once every two academic years of teaching thereafter.

400.2 Evaluation Procedure

Revised: 9/3/03

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Annual Review Process**

**Procedure - Evaluation of Administrative, Professional/Non-Faculty,  
Technical, Clerical/Secretarial, and Maintenance/Custodial Employees**

The purpose of the annual review is:

- to provide for communications with employees on job performance,
- to identify and develop performance standards,
- to maintain the current level of performance or improve performance,
- to identify additional training and professional development needs,
- to discuss departmental and college-wide goals and objectives for employees and supervisor,
- and to help the employee realize their potential in their job.

Instructions:

1. Evaluator shall provide a copy of the self-review form, performance standards, and the employee's job description to each employee he/she is responsible for evaluating.
2. Each employee should complete the self-review form provided by the evaluator prior to the formal meeting. The self-review shall be returned to the evaluator by February 1 of each year.
3. Evaluator should complete the annual review form prior to the formal meeting with the employee.
4. Evaluator will schedule a formal meeting with the employee to review and discuss the annual review and job description.
5. After the formal meeting, the evaluator shall submit the completed annual review form to the President or Chief Executive Officer by February 15 each year.
6. Annual reviews, self-reviews and job description changes shall be forwarded to the District Human Resources Department by February 28 each year. Job description changes require approval by the President, District Executive Director of Human Resources, and the Chief Executive Officer.

400.8 Faculty Requirements/Qualifications Procedure

Effective date: June 8, 2016

Revised: November 14, 2017

**ILLINOIS EASTERN COMMUNITY COLLEGES**

**Procedure – Faculty Credentialing**

Illinois Eastern Community Colleges strives to offer its students outstanding quality of instruction in every class offered. The qualifications for faculty are set by district policy, taking into account the requirements of the Higher Learning Commission and the Illinois Community College Board. In addition to minimum educational requirements, each faculty member must have the requisite academic preparation and/or related experience to appropriately teach assigned courses, and possess a demonstrated desire and aptitude to help and teach students pursuing career goals and objectives.

The District employs competent faculty members qualified to accomplish the mission of the institution. When determining acceptable qualifications of its faculty, the District gives primary consideration to the highest earned degree in the discipline in accordance with Policy 400.8. The District also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes.

**Transfer Programs**

Preparation shall include a master’s degree with 18 graduate hours in the academic field, discipline, or subfield. The primary method of determination shall be by credentials, however other secondary methods may be considered when determining qualified faculty, such as tested experience, related training, and academic experience in the course and/or discipline area. Tested experience includes, but is not limited to, a breadth and depth of experience outside of the classroom in real-world situations relevant to the specific field, discipline or subfield to be taught; certifications or licensure in the field, discipline or subfield; and compliance with legal, governmental, and professional requirements, if applicable.

Alphabetical Listing of Transfer Disciplines

Discipline	Preferred Degree Qualification	Minimum Degree Qualifications	Master’s Degree Required	Other Required Credentials
<b>Accounting</b>	Master’s in accountancy or business administration	Master’s in related field or Master’s with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.  <i>(NOTE: A bachelor’s degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)</i>	Yes	
<b>Art</b>	Master’s in arts, art, or art history	Master’s in related field or Master’s with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Astronomy</b>		See Physics/Astronomy	Yes	



## 400.8 Faculty Requirements/Qualifications Procedure

<b>Biological Sciences</b>	Master's in any biological science	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Business</b>	Master's in business	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Business Education</b>	Master's in business or business education	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Chemistry</b>	Master's in chemistry	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Child Development/ Early Childhood Education</b>	Master's in child development, early childhood education	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Communication Studies (Speech Communication)</b>	Master's in communication	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Computer Science</b>	Master's in computer science or information technology	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.  (NOTE: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application.)	Yes	
<b>Drama/Theater Arts</b>	Master's or master of fine arts in drama/theater arts/performance	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Earth Science</b>	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Economics</b>	Master's in economics	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	

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<b>Education</b>	Master's in education	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Engineering</b>	Master's in any field of engineering	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.  (NOTE: A bachelor's in any field of engineering with a professional engineer's license is an alternative qualification for this discipline.)	Yes	
<b>English</b>	Master's in English	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Family and Consumer Studies/Home Economics</b>	Master's in family and consumer studies, life management/home economics, or home economics education	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Film Studies</b>	Master's degree in film, drama/theater arts, music, or mass communication	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Foreign Languages</b>	Master's in the language being taught	Bachelor's in the language being taught <b>AND</b> Master's in another language or linguistics <b>OR</b> the equivalent.	Yes	
<b>Geography</b>	Master's in geography	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Health</b>	Master's in health science, health education, biology, nursing, physical education, kinesiology, exercise science, dietetics, nutrition, or public health	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>History</b>	Master's in history	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	

## 400.8 Faculty Requirements/Qualifications Procedure

<b>Humanities</b>	Master's in humanities	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Interdisciplinary Studies</b>	Master's in the interdisciplinary area	Master's in one of the disciplines included in the interdisciplinary areas and upper division or graduate course work in at least one other constituent discipline.  (NOTE: The Interdisciplinary Studies discipline is provided to allow for those cases where it is locally determined that a course must be taught by someone with qualifications that exceed a single discipline. The constituent disciplines can include any disciplines found in the Master's List.)	Yes	
<b>Journalism</b>	Master's in journalism or communication with a specialization in journalism	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> upper division or graduate course work and equivalent work experience as a professional journalist.	Yes	
<b>Management</b>	Master's in management	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Marketing</b>	Master's in marketing	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Mathematics</b>	Master's in mathematics or applied mathematics	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Music</b>	Master's in music	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Philosophy</b>	Master's in philosophy	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent	Yes	
<b>Physical Education</b>	Master's in physical education	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	

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<b>Physical Sciences</b>	Master's in physical sciences	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Physics/ Astronomy</b>	Master's in physics, astronomy, or astrophysics	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.  <i>(Note: a bachelor's degree in engineering or physics, with a Professional Engineering License is an alternative qualification for this discipline.)</i>	Yes	
<b>Political Science</b>	Master's in political science	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Psychology</b>	Master's in psychology	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Religious Studies</b>	Master's in religious studies	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Social Science</b>	Master's in social science	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Sociology</b>	Master's in sociology	Master's in related field or Master's with 18 graduate hours in discipline or sub-disciplines. <b>OR</b> the equivalent.	Yes	
<b>Speech Communication</b>		See Communication Studies	Yes	
<b>Theater Arts</b>		See Drama/Theater Arts	Yes	

Alphabetical Listing of Performance/Activity Transfer Disciplines

Discipline	Preferred Degree Qualification	Minimum Degree Qualifications	Master's Degree Required	Other Required Credentials
<b>Applied Music/Drama/ Theater Arts Performance</b>		Any bachelor's degree in the field and/or a combination of education, training, certification, and tested experience.		
<b>PE/ Exercise Performance</b>		Any bachelor's degree in the field and/or a combination of education, training, certification, and tested experience.		

400.8 Faculty Requirements/Qualifications Procedure

**Basic Skills Courses**

Preparation shall include a Bachelor's degree with course work in the academic area to be taught.

**Career and Technical Education Programs**

Preparation shall include a bachelor's degree in the field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in the specific occupational area to be taught; certifications or licensure in the field, discipline, or subfield; and compliance with legal, governmental, and professional requirements, if applicable. For those occupations which employment or preparation is regulated by law or licensure, such laws and licensing requirements shall take precedence.

Alphabetical Listing of Career and Technical Programs

Discipline	Preferred Degree Qualification	Minimum Qualifications	Master's Degree Required	Other Required Credential
<b>Accounting</b>	Bachelor's or higher	<p>Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis</p> <p><i>(NOTE: A bachelor's degree in accountancy or business administration with accounting concentration, with a CPA license is an alternative qualification for this discipline.)</i></p> <p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<b>Administration of Justice</b> (Police science, corrections, law enforcement, Security/Loss Prevention)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Agricultural Business and Related Services</b> (Inspection, pest control, food processing/meat cutting)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

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<p><b>Agricultural Engineering</b> (Equipment and machinery, farm mechanics)</p>	<p>Bachelor's or higher</p>	<p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Agricultural Production</b> (Animal science, plant science, beekeeping, aquaculture)</p>	<p>Bachelor's or higher</p>	<p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Air Conditioning, Refrigeration, Heating (HVAC)</b></p>	<p>Associate's or higher</p>	<p>Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Athletic Training</b></p>	<p>Bachelor's or higher</p>	<p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Auto Body Technology</b> (Collision Repair Technology)</p>	<p>Associate's or higher</p>	<p>Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Automotive Service Technology</b></p>	<p>Bachelor's or higher</p>	<p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		
<p><b>Broadcasting Technology</b> (Film making/video, media production, radio/TV)</p>	<p>Bachelor's or higher</p>	<p>Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.</p>		

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<b>Building Maintenance</b>	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Business</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Certified Nursing Instructor (CNA)</b>	Associate's or higher	Preparation shall include an associate's degree in nursing and two years of clinical experience. Must meet the Illinois Department of Public Health (IDPH), Administrative Code guidelines for Basic Nurse Assistant Training (BNAT) Instructors. Must have successfully completed an IDPH sponsored Approved Evaluator Workshop within the last 5 years and be approved by IDPH as a CNA Instructor. Must also have one year experience as a registered nurse in one or both of the following areas: a) teaching theory in an accredited nursing training program; or b) providing nursing care, including personal care and activities of daily living, to older adults and chronically ill adults. Must be a registered nurse, with an unencumbered Illinois license. For continued employment must complete refresher training every 5 years per the IDPH Administrative Code.		
<b>Coal Mining Technology</b>	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Computer Information Systems</b> (Computer network installation, microcomputer technology, computer applications)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

400.8 Faculty Requirements/Qualifications Procedure

<b>Computer Service Technology</b> (Information Systems Technology, Information Systems Support, Computer Telephony)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Construction Management</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Construction Technology</b>	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Cosmetology</b> (Nail Technology)	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Culinary Arts/Food Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Diesel Mechanics</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Electricity</b> (Electrical power distribution)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		



## 400.8 Faculty Requirements/Qualifications Procedure

<b>Energy Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Fire Science Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Fluid Mechanics</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Graphic Arts</b> (Desktop publishing)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Gunsmithing</b>	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Health Information Technology</b> (Medical record technology)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Heavy Duty Equipment Mechanics</b>	Associate's or higher	Preparation shall include an associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

400.8 Faculty Requirements/Qualifications Procedure

<b>Human Resource Assistance</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Horticulture</b> (Turf & Landscape Design, Sport Ground Maintenance)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Industrial Design</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Industrial Maintenance</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Industrial Quality Management</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Industrial Relations</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

## 400.8 Faculty Requirements/Qualifications Procedure

<b>Industrial Safety</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Legal Assisting</b> (Paraprofessional)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Machine Tool Technology</b> (Tool and die making)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Manufacturing Technology</b> (Advanced Manufacturing)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Massage Therapy</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Media Production</b> (Broadband Telecom)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Nursing (ADN)</b>	Master's or higher	Preparation shall include a Master's degree in nursing and two years of clinical experience. Must also hold an RN License.	Yes	
<b>Office Technologies</b> (Office Management, Office Administration, Executive Office Professional)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

## 400.8 Faculty Requirements/Qualifications Procedure

<b>Petroleum Drilling Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Pharmacy Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Photographic Technology/ Commercial Photography</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Phlebotomy</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Radiological Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Real Estate</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Robotics (Computer integrated manufacturing)</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

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<b>Sign Language, American</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Small Business Development</b> (Entrepreneurship)	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Small Engine Mechanics</b>	Associate's or higher	Preparation shall include an Associate's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Social Services Specialist</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Sports Management</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Stagecraft</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Telecommunication Technology</b>	Bachelor's or higher	Preparation shall include a bachelor's degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

400.8 Faculty Requirements/Qualifications Procedure

<b>Truck Driving</b>	Associate’s or higher	Preparation shall include an Associate’s degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Upholstering</b>	Associate’s or higher	Preparation shall include an associate’s degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		
<b>Welding</b>	Bachelor’s or higher	Preparation shall include a bachelor’s degree in this field and/or a combination of education, training and tested experience. Tested experience includes, but is not limited to, one year (2,000 hours) employment experience in this specific occupation.		

**Procedure:**

1. Upon identifying candidates who are eligible to teach, the appropriate Dean of Instruction will review transcripts and other supporting materials to make an initial determination of the candidate’s qualifications by:
  - Identifying the field of study
  - Identifying the sub-field
  - Matching the course with instructor using the Fields/Subfields/Disciplines spreadsheet and the instructor’s documented credentials
  -
2. If it is determined the candidate is qualified to teach, a Qualified and Competent Faculty Form will be completed to include:
  - Department or discipline the candidate is qualified to teach in.
  - All degrees completed with areas of specialization.
  - Number of graduate hours in the subject area.
  - Work experience in the field.
  - Special certifications, scholarly work, consulting work, special training, and continued education in the field.
3. If it is determined that a current or new faculty member should complete additional graduate hours in the academic field, discipline, or subfield the District will work with the faculty member to develop and monitor a written education plan.
4. Unofficial transcripts may be used initially to certify a faculty member; however, the individual must provide the District official transcripts at the time of hire.
5. The completed and approved Qualified and Competent Faculty form will be submitted to the Human Resources office and will be loaded into Banner and the Credentialing system.

400.8 Faculty Requirements/Qualifications Procedure

6. The Deans will meet annually to update the Fields/Subfields/Disciplines Document and submit any revisions to the Cabinet for approval.
7. It is the primary responsibility of the Dean of Instruction at each campus to interview, select, review credentials, and assign classes to faculty at their respective college.

400.9 Review of Personnel Records

Revised: 1/8/97

**ILLINOIS EASTERN COMMUNITY COLLEGES****Procedure - Review of Personnel Records**

All current employees and former employees and former employees whose employment was terminated within the preceding year and/or their designated representative will have access to their personnel records as provided for in the Illinois Access to Personnel Records Act.

The major provisions of this Act provide that:

- A. **Open Records:** An employer shall, upon request by an employee which the employer may require to be in writing, permit the employee to "inspect any personnel documents which are, have been or are intended to be used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, discharge or other disciplinary action with certain exceptions as indicated in item K. The inspection right, which an employee may invoke two times per year at reasonable intervals, includes documents in the possession of an employer or any other entity having a contractual arrangement to keep the records. The employer has seven days after an employee's request in which to provide the employee an inspectional opportunity. Employers are required to mail a copy of the record to the employee if the employee can demonstrate he/she is unable to review the records at the employer's worksite.
- B. **Employees Covered:** A person currently employed or subject to recall after layoff or leave of absence with a right to return or a former employee who has terminated employment within the preceding year.
- C. **Employers Covered:** An individual, corporation, partnership, labor organization, unincorporated association, the state, an agency or political subdivision of the state or any other entity employing one or more employees including agents of an employer.
- D. **Reproduction:** After the inspection, employers may obtain copies of the information or the documents in the employee's personnel records at their own cost.
- E. **Use in Judicial Proceedings:** The Act provides that personnel information which has not been included in the personnel record but should have been as required by the Act shall not be used by an employer in a judicial or quasi-judicial proceeding. However, the Act provides that the material was not intentionally excluded from the record by the employer, the employer may use the records in the proceeding "if the employee agrees or has been given a reasonable time to review the information."
- F. **Employee Representation:** An employee involved in a current grievance against an employer may designate in writing a representative of the employee's union or collective bargaining unit or other such representative to inspect the employee's personnel record that may have a bearing on the resolution of the grievance.
- G. **Disputed Records:** If an employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining his position and the employer is required to attach it on the statement of the disputed portion of the personnel record. The employee's statement must be included whenever the disputed portion is released to a third party.



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- H. Providing Information to Third Parties: Section 7(1) of the Act provides that "an employer or former employer shall not divulge a disciplinary report, letter or reprimand or other disciplinary action to a third party, to a party who is not a part of the employees organization or to a party who is not a part of a labor organization representing the employee, with written notice...." The written notice provision shall not apply if an employee has specifically waived written notice as another employer or the disclosure is ordered by a party in a legal action or arbitration or the information is required by a government agency as a result of a claim or complaint by an employee or as the result of a criminal investigation by such agency.
- I. Time Limitations on Keeping Records: The Act mandates that an employer must review a personnel record before releasing any information to a third party except when the release is ordered to a party in a legal action or arbitration, and delete from the record any disciplinary reports, letters of reprimand or their records of disciplinary action that are more than four years old.
- J. Non-employment Activities: The Act mandates that an employer shall not gather or keep records of an employee's associations, political activities, publications, communications or non-employment activities unless the employee submits the information in writing or authorizes the employer to keep or gather such information. The above prohibition does not apply, however, if the employee engages in such activity on the employer's premises or during the employee's working hours with that employer which interferes with the performance of the employee's duties or the duties of other employees or activities which constitute criminal conduct or which could be the employee's action cause harm to the employer's property or subject the employer to financial liability.
- K. Exceptions: The employee's or his designated representative's right to inspect his or her personnel records does not apply to:
1. letters of references for that employee;
  2. any portion of a test document except that the employee may see a cumulative total test score;
  3. materials used by the employer for management planning, including but not limited to judgements, external peer review document or recommendations concerning future salary increases or other wage treatments, management bonus plan, promotions and job assignment or their comments or ratings used for the employees planning purposes;
  4. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
  5. an employer who does not maintain any personnel records;
  6. records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding;
  7. investigatory or security records maintained by an employer to investigate criminal conduct by an employee or other activities that could cause harm to the employees property or subject the employer to financial liability unless and until the employer takes adverse personnel action based on the information contained in employee's records.

400.9 Review of Personnel Records

- L. Remedies for Violation of the Act: The Act provides for a private right of action of the employee in any state circuit court. In such an action, an employee may compel compliance with the mandates of the Act. If the court finds in favor of the employee, the employee is entitled to actual damages plus costs. If there is a willful and knowing violation, the act provides for \$200 damages plus costs, reasonable attorney's fees and actual damages.

Requests for access to personnel records will be in writing on a form provided by Illinois Eastern Community Colleges and directed to the Chief Executive Officer/Chief Operating Officer.

400.13 Stipends

Effective date: 9/25/95

**Procedure - Stipends**

1. Stipend payments may be assigned for full-time employee "extra duties."
2. Stipends may not be paid to part-time employees, consistent with 1986 Illinois Fair Labor Standards Act reporting requirements.
3. Stipends may be given to employees in any employment category when the assignment to be accomplished is obviously and without question beyond the scope of their job description and clearly merits additional pay.
4. Extra duties and accompanying stipends will be assigned consistent with similar responsibilities in the district.
5. Request for extra duty assignment and stipend payment will include clear description of responsibility and rate of pay that is consistent (in time or work unit and pay scale) with similar district assignments.
6. All stipends and accompanying task definitions will be approved by the Chief Executive Officer's Cabinet, recommended to the Board of Trustees by the Chief Executive Officer and approved by the Board of Trustees prior to beginning assignment.

400.18 Oral English Language Proficiency**Procedure - Program to Assess Oral English  
Language Proficiency for Classroom Instruction**

## I. Faculty Certification of Oral English Language Proficiency

- A. All currently employed full-time faculty regardless of leave status are certified as having oral English Language proficiency.
- B. Part-time faculty who have taught at least two semesters at Illinois Eastern Community Colleges are certified as having oral English Language proficiency.
- C. All new full-time and part-time faculty employed for the 1992 Summer semester commencing June 8, 1992, and for all subsequent semesters must satisfy the Illinois Public Community College Act as amended by Section 3-29.2 (SB1516 of 1986).

Oral English proficiency will be considered as a job qualification just as training and experience are considered as job qualifications during the interview and selection process. Consequently, proficiency will be a determination based upon professional judgement.

## II. Oral English Language Proficiency Challenge of Employed Faculty

- A. In the event an allegation is made that an employed faculty member does not satisfy the requirement of Section 3-29.2 (SB1516 of 1986) the following procedure will prevail:
  1. The academic department or program will review the allegation to determine what action may be needed.
  2. The department or program will forward its recommendations to the Dean of the College and if such recommendations include testing, procedures in part C of this section will apply.
- B. If the department or program recommendation includes testing of the faculty member's oral English Language proficiency, the faculty member will not be permitted to provide further classroom instruction.

Full-time faculty will be assigned non-classroom responsibilities until their status is clarified.

Part-time faculty will have the remainder of their contract honored until their status is clarified and may be assigned non-classroom responsibilities.

## C. Oral English Language Proficiency Testing

1. The Test of Spoken English (TSE) as administered by ETS, Princeton, NJ, will be used to measure oral English Language proficiency.
2. TSE Test score of 230 is required to demonstrate oral English Language proficiency.
3. Faculty who have been requested to take the TSE will ensure that a copy of the test results are sent to the Human Resources Department which will maintain all oral English Language proficiency records for each faculty member.

400.18 Oral English Language Proficiency

4. Faculty who do not score 230 or above on the TSE test will not be permitted to provide classroom instruction.

Part-time faculty will be offered available remediation and if the minimum test score is not achieved, the part-time faculty will not be permitted to provide classroom instruction.

Full-time faculty will be required to undertake remediation and if the minimum test score is not achieved the faculty will not be permitted to provide classroom instruction.

**D. Remediation**

Faculty scoring less than 230 on the TSE will be appropriately advised about relevant Illinois Eastern Community Colleges English as a Second Language (ESL) courses that would assist them to improve their oral English Language proficiency prior to providing any future classroom instruction. For faculty undertaking such remediation, tuition costs associated with the above ESL courses will be administered under applicable college procedures.

400.25 Electronic Device/Cell Phone Allowance

Effective date: 1/18/2022

**Procedure – Employee Responsibilities and Monthly Allowance Rates**

Following are the responsibilities of Employees Receiving Electronic Device/Cell Phone Allowance:

- Employee and supervisor will need to complete Electronic Device/Cell Phone Allowance Request
- Employee will provide the phone number to their supervisor, college President, and Human Resources to make themselves available for calls.
- The employee must inform their supervisor, college President, and Human Resources if their phone number changes within 5 business days.
- If the employee discontinues telecommuting, they must inform their supervisor, college President and human resources so the allowance can be terminated.
- Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times. Employees who are charged with traffic violations resulting from the use of their personal devices while driving will be solely responsible for all liabilities that result from such action.
- Non-exempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from their supervisor. This includes reviewing, sending and responding to e-mails or text messages, responding to phone calls, or making phone calls.
- Employees may not use their personal devices for work purposes during periods of unpaid leave without authorization from their supervisor.
- Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the personal device for inspection. All company data on personal devices will be removed by IT upon termination of employment.

Employees who were approved for a cell phone allowance prior to 01/18/2022 will continue to receive the same allowance unless the allowance rate increases and is a benefit to the employee.

**Monthly Allowance Rates**

Telecommute Allowance	\$25.00
Occasional Device Use	\$15.00
Regular Device Use	\$25.00
Frequent Device Use	\$50.00
Other Amount Per Chancellor	TBD by Chancellor

400.28 Employment of Relatives

Date Adopted: March 3, 2021

Prior to the employment offer, the immediate supervisor must complete a signed statement certifying that the candidate for employment or other employment action is not a relative as defined in policy 400.28. Failure to submit the signed statement to the Executive Director of Human Resources (HR) will result in the delay of the job offer until the statement is submitted.

400.30 Prohibited Consensual Relationships

Effective Date: August 16, 2022

This procedure addresses consensual relationships that are prohibited by those individuals identified in Policy 400.30.

**Prohibited Consensual Relationships Involving Students**

The following are prohibited unless mitigated to eliminate the actual or perceived conflict of interest:

1. A consensual relationship between a student and coach/athletic staff with direct or indirect authority over a student athlete or student assigned to or associated with the athletics department, such as interns and student employees.
2. A consensual relationship between a faculty (bargaining and/or non-bargaining) member and a student who is enrolled in the faculty member's course or otherwise under the direct or indirect supervisory authority of the faculty member.
3. A consensual relationship between any administrator, faculty, staff, and a student who is enrolled at the college where the college employee has the potential to manage, supervise, teach, coach, advise, or evaluate in any way whether directly or indirectly.

**Prohibited Consensual Relationships between IECC Employees**

The following is prohibited unless mitigated to eliminate the actual or perceived conflict of interest: consensual relationships between employees (including faculty) where one teaches, manages, supervises, advises, or evaluates the other in any way, whether directly or indirectly. This also applies to research project participants.

**Mitigation Procedures**

In the event a prohibited consensual relationship develops between employees or between students and IECC staff, the following steps *must immediately* be followed by the person in the position of greater authority or power:

1. Report the consensual relationship to the Executive Director of Human Resources immediately.
2. Participate in the development of a mitigation plan designed to reduce or eliminate the conflict of interest (perceived or actual) and the potential for exploitation or the appearance of exploitation or favoritism.

If a consensual relationship exists between IECC employees or between students and IECC employees, and one of those employees is presented with the opportunity to teach, manage, supervise, advise, or evaluate the other in any way, the existing relationship must be reported by the individual in the position of greater authority or power to the Executive Director of Human Resources as soon as possible and prior to the individual accepting a role that would create a conflict of interest and the potential for exploitation or the appearance of exploitation or favoritism, and a mitigation plan must be developed. A mitigation plan must be established prior to the employee beginning their new position.

**Mandated Reporting for Alleged Violations**

All administrators, faculty, staff, coaching staff, and individuals who are notified or become aware of an alleged violation must immediately report it to the Executive Director of Human Resources.

**Responding to Alleged Violations**

Alleged violations of this policy, including concerns of conflicts of interests, favoritism, and/or exploitation will be investigated by the Executive Director of Human Resources.

When a complaint covered by this policy arises, and the relationship has not been disclosed, the responsibility will be on the person in the position of greater authority or power to explain the failure to comply with this policy. Such failure will be a factor in determining whether the relationship was consensual and free of sexual harassment/misconduct. NOTE: Incidents or complaints that are determined to be of a sex-based misconduct nature will follow the protocol outlined in IECC's Preventing Sexual Misconduct Policy and Procedure 100.31.

Disciplinary action against faculty and staff will be handled under IECC's policies and/or collective bargaining agreement provisions involving the discipline and dismissal of faculty and staff. Disciplinary actions may include, but are not limited to, written reprimands, the imposition of conditions, reassignment, suspension, and dismissal.



400.30 Prohibited Consensual Relationships

**Retaliation**

Retaliation of any kind against anyone for reporting a consensual relationship or for participating in any proceeding pursuant to this Policy is strictly prohibited and constitutes a violation of IECC Policy.

**Definitions**

Consensual Relationship – a romantic, dating, and/or sexual relationship agreed to by the parties involved.

Direct Authority – The authority vested in an individual as a result of his/her immediate position of power over another. Examples include but are not limited to: supervisor - supervised employee; faculty - enrolled student; faculty mentor – student mentee; coach - coached athlete; Dean - supervised faculty.

Indirect Authority – Authority derived from an informal or indirect relationship which allows for determinations or evaluations affecting the terms and conditions of employment or student status. Examples include but are not limited to: a student majoring in a particular field who would still be indirectly under the control or influence of an Administrator or individual in the department or college; an employee who is under the indirect control of all more senior individuals regardless of reporting lines. .