

Illinois Eastern Community Colleges

ADMINISTRATIVE GUIDELINES: Non-Bargaining Unit Faculty Instruction

1. Class Size

Decisions to conduct or cancel low enrolled classes shall be made by the dean or his/her designee. Factors such as cost and whether the course is required or sequential will be taken into consideration. Classes with less than the average number shall be considered low-enrolled classes and pay will be prorated based upon enrollment.

2. Rate of Pay

A. Part-time Rate

<u>Rate</u>	<u>Effective Date</u>
\$ 635 per equated hour (load hour)	Fall 2025

Part-time adjunct instructors who are being compensated more than \$635 per equated hour (load hour) will be grandfathered in with their established rate.

Pay rates for part-time faculty receiving a state directed annuity shall be established at a rate that allows the annuitant to instruct as a part-time faculty member without exceeding established income limitations. The rate shall be established thru discussion with the annuitant, the College Dean of Instruction, and the District Director of Human Resources. The rate shall vary with each individual instructor.

The above rate of pay represents the amount paid to the individual for preparation time, instruction, grading, etc.

For Vocational Skills courses provided through Business & Industry Training Division, in an accelerated manner, the adjunct rate is based upon the income generated (profitability model) from the course or workshop, documented on a prescribed form at the time of data sheet submission. Market demand may be considered when determining the rate of pay, but the pay may not exceed the income generated.

B. Retired IECC Faculty Rate – This rate applies to individuals who taught full-time at IECC, retired from IECC and who are hired as part-time faculty.

<u>Rate</u>	<u>Effective Date</u>
\$650 per equated hour (load hour)	Fall 2021

Pay rates for part-time faculty receiving a state directed annuity shall be established at a rate that allows the annuitant to instruct as a part-time faculty member without exceeding established income limitations. The rate shall be established thru discussion with the annuitant, the College Dean of Instruction, and the District Director of Human Resources. The rate shall vary with each individual instructor.

The above rate of pay represents the amount paid to the individual for preparation time, instruction, grading, etc.

C. Internships and Independent Study for Summer Term Only

<u>Rate</u>	<u>Effective Date</u>
\$65 per student, per credit hour	Summer 2026

D. Internships and Independent Study for Fall and Spring Semesters

<u>Rate</u>	<u>Effective Date</u>
\$57.00 per student, per credit hour	Fall 2026

E. Individualized Applied Music

\$200.00 per student, per credit hour, effective Fall 2025 semester

F. Coal Mining Technology

\$24.00 per student, per credit hour

Full-time Workforce Education instructors are paid the above rate after they have generated 999 credit hours of instruction time to fulfill their salary requirements. The 999 credit hours are measured from a period of July 1-June 30. The hours are prorated during the first year and last year of employment. Any hours paid as a part-time instructor for WED prior to becoming full-time will not be counted in the proration towards the 999 hours during their first year of full-time employment, since that part-time instructor would have already been compensated for those hours.

G. Non-credit Instruction – Pay for conducting non-credit instruction is based upon the income generated (profitability) from the course or workshop and market demand. The pay may not exceed the income from the course or workshop documented on a prescribed form at the time of data sheet submission.

H. Concealed Carry Course

\$100.00 per student, per credit hour

I. Adult Education Courses

\$25.00 per hour

Faculty who teach Adult Education courses will report their hours for instruction, preparation and grading time on an electronic timesheet. Time worked will be paid at \$25.00 per hour. Faculty can report preparation and grading time per the schedule below based on hours of instructional time taught per week.

Instructional time per week	Prep/Grading per week
2 hour	1 hour
4 hours	1.5 hours
6 hours	2 hours
8 hours	2 hours

3. Load

A. Internships and Independent Study

.1 x # of students x credit hrs = load

B. Individualized Applied Music

.25 x # students x credit hrs = load

C. Coal Mining Technology

students x credit hrs = load

D. All other classes

Lecture hours + (1 lab hours) = load hours

Lecture hours for part-time faculty will be equated at a ratio of one-to-one (1:1). Lab hours and Core lab hours will be equated at a ratio of one-to-one (1:1).

4. Internet Courses

A. Internet Course Compensation – To the extent the Board elects to assign a faculty member to develop and teach an Internet Course, then a one-time stipend of Six Hundred Seventy Five Dollars (\$675) per load hour, in addition to the faculty member's regular salary, will be paid to such faculty member at the time that the course is fully developed – deemed such by mutual agreement of the faculty and the Board designee. Advance approval is required.

5. Proficiency Testing

A. Faculty who administer proficiency test shall be paid a rate of \$50 per student.

6. Adjunct Faculty Evaluations

A. Retired IECC Faculty who conduct evaluations of adjunct faculty members shall be paid a rate of \$50 per evaluation conducted.

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Adjunct Payment Tiers Framework

The IECC Center for Excellence in Teaching and Learning is pleased to support adjunct faculty as they on-board with the organization. All adjunct faculty (both transfer and CTE) teaching courses in a degree or certificate program are required to participate in the following course:

1. **ONBOARDING:** Adjunct Faculty IECC Orientation course (prior to employment)

IECC's mission is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities, therefore ensuring that adjuncts are equipped with the training and resources needed for delivering this exceptional education is imperative. Adjuncts will be compensated for their time.

ONBOARDING: Adjunct Faculty IECC Orientation Course (5-6 hours)
This Orientation course is asynchronous and self-paced, *within defined start and end dates*, with CETL monitoring and reporting progress to Deans. Each college Dean will introduce adjunct faculty to this course at the initial hiring meeting and share login information.

- **Orientation Course Content** (via Canvas):
 - Welcome to IECC - Dr. Gower video (vision, mission, values)
 - Hello/Overview videos: Presidents, Deans
 - History of IECC/Four Campuses/DO/Maps/Parking/Facilities
 - Who's Who at IECC - F/S, Departments, Org charts
 - Faculty Expectations, Academic Calendar, Acronym List
 - HR 101 (links to many items on Intranet)
 - IT, MS Office 365 Overview, IECC Website, Social Media Sites
 - Entrata 101: Emergency Alerts, Syllabus, Clock Hours, Rosters, Progress Reports, POT lingo, Bookstore, Library, etc.
 - Welcome to the IECC LMS (Canvas), Student Attendance and Gradebook required (via Canvas)
 - Quality Matters Overview
- **Expectations:**
 - \$125 stipend upon satisfactory completion of the Orientation course.
 - Course content will be available beginning June, 2022 and there will be termed cohorts to choose from with specific start and end dates.

- Required for ALL adjunct faculty. Deans will retain the right to exempt existing (pre-Spring 2022) adjunct faculty from this course, however, they will not be eligible for the \$125 stipend. All faculty hired after Spring 2022 will be required to complete the orientation course.