



# Faculty Handbook

*For full and part-time faculty*



**ILLINOIS EASTERN COMMUNITY COLLEGES**

**2025-2026**

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## INTRODUCTION

The purpose of the *Illinois Eastern Community Colleges (IECC) Faculty Handbook* is to serve as a comprehensive reference for faculty members by addressing institutional policies, procedures, responsibilities, and resources that support effective teaching, professional development, and student success. This handbook is intended to promote consistency, transparency, and understanding of faculty roles within the IECC District, while fostering a collegial and inclusive academic environment. It complements, but does not replace, official Board policies, administrative guidelines, or negotiated agreements. For clarification on content of this handbook, contact your Meta-Major Dean.

IECC Organizational Charts are available here: <https://iecc.edu/organizational-charts>

IECC Directory is available here: <https://iecc.edu/quicklinks/staff-directory>

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

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

All policies referenced within this handbook are available at <https://iecc.edu/policymanual> and procedures can be found on Entrata (Employees > Documents > Procedure Manual).

## MISSION

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

## VISION

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

## Strategic Pillars

These four strategic pillars, formulated within the framework of our Strategic Engagement Plan, guide us in our efforts to fulfill our mission and achieve our vision:

- **Transform Lives Through Exceptional Education and Services**
- **Foster Excellence in Faculty and Staff**
- **Cultivate and Steward Resources for Strategic Growth**
- **Positively Impact Our Local Communities**

To learn more about IECC's Strategic Engagement Plan visit: <https://iecc.edu/sep>.

## VALUES

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

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

## INSTITUTIONAL LEARNING GOALS AND PRIORITIES

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

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

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

### Institutional Learning Priorities

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Accountability</li><li>• Creative Thinking</li><li>• Cultural Awareness</li><li>• Ethical Reasoning</li><li>• Financial Literacy</li><li>• Global Learning</li><li>• Industry-Specific Knowledge &amp; Skills</li><li>• Inquiry and Analysis</li></ul> | <ul style="list-style-type: none"><li>• Integrative Learning</li><li>• Interpersonal Development</li><li>• Leadership</li><li>• Problem Solving</li><li>• Professionalism</li><li>• Reading</li><li>• Teamwork</li><li>• Technology Literacy</li></ul> |
|--|--|

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

## IECC ACADEMIC CALENDAR 2025-2026

### 2025 Fall Semester

August .....	13	IECC Faculty & Staff Workshop/Campus Offices Closed
August .....	14	Faculty Workshop
August .....	18-20	Registration, Testing
August .....	19	New Student Orientation
August .....	21	First Day of Classes
September .....	1	Campuses Closed. Labor Day
September .....	17	Constitution Observance Day. Classes in Session
October .....	10	No Classes. District Faculty & Staff Professional Development Day
October .....	13	Campuses Closed. Columbus Day
October .....	16	Midterm
October .....	21	Spring Registration Begins
November .....	11	Campuses Closed. Veteran's Day
November .....	26	Last Day to Withdraw from Courses
November .....	27-28	Campuses Closed. Thanksgiving
December.....	12	Last Day of Classes
December.....	15-18	Final Exams
December.....	19	Last Day of Semester

**(Campuses closed December 22, 2025 – January 2, 2026. Winter Break)**

### 2026 Spring Semester

January.....	5	Campuses Open
January.....	7	Faculty Workshop
January.....	8-9	Registration, Testing
January.....	12	First Day of Classes
January.....	19	Campuses Closed. Martin Luther King, Jr. Day
February.....	16	Campuses Closed. President's Day
March.....	2	Casimir Pulaski Day. Classes in Session
March.....	6	Midterm
March.....	9	Casimir Pulaski Day Observed. No Classes
March.....	10-15	No Classes. Spring Break
March.....	17	Summer & Fall Registration Begins
April.....	3	Campuses Closed. Spring Holiday
April.....	24	Last Day to Withdraw from Courses
May .....	8	Last Day of Classes
May .....	11-14	Final Exams
May .....	15	Last Day of Semester/Graduation

### 2026 Intersession

May .....	18	First Day of Classes
May .....	25	Campuses Closed. Memorial Day
May .....	27	Midterm
June .....	3	Last Day to Withdraw from Courses
June.....	5	Last Day of Intersession

### 2026 Summer Session

June.....	8	First Day of Classes
June.....	19	Campuses Closed. Juneteenth



## Faculty Handbook

July .....	3	Campuses Closed. Independence Day Observed
July .....	6	Midterm
July .....	24	Last Day to Withdraw from Courses
July .....	31	Last Day of Classes
August .....	3-4	Final Exams

For the most up-to-date Academic Calendars, see: <https://www.iecc.edu/academiccalendar>

For important semester dates and deadlines, see: <https://www.iecc.edu/semesterdates>

## DISTRICT ORGANIZATION

### ILLINOIS EASTERN COMMUNITY COLLEGE DISTRICT #529

## BOARD OF TRUSTEES

Chairperson .....	Gary Carter
Vice Chairperson .....	Brenda Culver
Secretary Pro Tempore .....	Barbara Shimer
Trustees .....	Susan Batchelor
	Roger Browning
	John McLaughlin
	Jan Ridgely
Student Representative .....	Mireya Rose
Board Treasurer (non-voting) .....	Ryan Hawkins
Board Secretary (non-voting) .....	Sonja Wease

## DISTRICT ADMINISTRATION

Illinois Eastern Community Colleges  
233 East Chestnut Street  
Olney, IL 62450-2298  
Phone: 618/393-2982  
Toll-Free: 866/529-4322  
Chancellor: Dr. Ryan Gower  
Vice Chancellor of Academic Affairs: Dr. Cathy Robb

**FRONTIER COMMUNITY COLLEGE**

2 Frontier Drive  
Fairfield, IL 62837-2601  
Phone: 618/842-5299  
Toll-Free: 877/464-3687  
President/V.C. of Business & Industry:  
Dr. Sharmila Kakac

**OLNEY CENTRAL COLLEGE**

305 North West Street  
Olney, IL 62450-1099  
Phone: 618/392-5299  
Toll-Free: 866/622-4322  
President/V.C. of Business Operations:  
Chris Simpson  
Dean of Instruction: Amy Tarr

**LINCOLN TRAIL COLLEGE**

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

**WABASH VALLEY COLLEGE**

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

Dean of Allied Health: Dr. Alani Frederick

Districtwide Flowcharts are available [here](#) and the Staff Directory [here](#).

## PROFESSIONAL EXPECTATIONS OF FACULTY

### RATIONALE

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

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

### STRIVE FOR EXCELLENCE

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

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

### INSTRUCTIONAL EXCELLENCE

IECC promotes instructional excellence as an art in the field of professional education. It involves striving for excellence through an ongoing, reflective, learning-centered, active process.

Instructional excellence at IECC has been defined as facilitating student learning about a subject by providing educational knowledge with enthusiasm while engaging the students in course materials in an active learning environment

### Professional educator responsibilities include:

- Recording and documenting daily attendance in Canvas.
- Preparing a class syllabus as supported by the IECC syllabus template and checklist.
- Preparing instructional materials with an emphasis on accessibility.
- Scheduling class assignments that align with course outcomes.
- Identifying appropriate learning resources.
- Creating/designing inclusive learning activities.

- Identifying appropriate instructional delivery techniques.
- Using technology or media to enhance learning for all students and abilities, as appropriate.
- Using Canvas as the LMS to support providing instructional content/
- Meeting contact time as required by ICCB.
- Engaging all students in the learning process.
- Preparing student and program assessment systems.
- Analyzing course outcomes.
- Evaluating/communicating results of student and program assessment.
- Answering student questions about the discipline, program, and/or career opportunities.
- Collaborating with faculty to prepare and execute assessment plans.

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

### **Instructional Examples**

Practicing the art of teaching:

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

Preparing to teach:

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

### **Center for Excellence in Teaching & Learning**

The Center for Excellence in Teaching and Learning (CETL) has a vision that extends to the innovative and dynamic landscape of teaching and learning, where the CETL supports instructional transformation. The CETL strives to make transformative changes that will put our institution at the forefront of higher education. The aim to create an educational landscape that promotes diversity, encourages innovation, and ensures comprehensive student access by providing faculty, staff, and leaders with the necessary tools, support, and knowledge.

The Center for Excellence in Teaching and Learning (CETL) serves as an online catalyst for innovative teaching and learning strategies, best pedagogical practices, and awareness and adoption of emerging educational technologies. More information can be found at <https://www.iecc.edu/CETL> where faculty can review the schedule of classes and enroll in these courses to support professional development at no cost.

### **ADJUNCT FACULTY ONBOARDING**

CETL offers onboarding for all IECC adjunct faculty. The IECC Orientation course is designed as an asynchronous, self-paced course delivered via Canvas. New faculty will be auto-enrolled in this course as a required part of their HR onboarding process.

### **PROFESSIONAL DEVELOPMENT**

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

### **Professional Development Series with Micro-Certificate Options:**

The CETL is offering five Micro-Certificate options which allow faculty and staff to customize enhancing their skills to ensure continued student success. Each micro-certificate is a fully online program via Canvas and is taught by qualified IECC faculty. Each course is one credit hour (15 hours of content) and each certificate includes six courses. All classes are free of charge to IECC full-time faculty and staff. All courses are designed on a consistent template that is aligned with Quality Matters (QM) standards.

### **Micro-Certificate Options:**

- Teaching Excellence
- Leadership in Education
- Online Teaching & Course Design
- Higher Ed Staff Excellence
- Innovation in Education

The class schedule and full listing of courses for these micro-certificates can be reviewed [here](#).

Faculty and staff can register through the IECC regular course registration process.

1. Visit the CETL Website to view course offerings and the schedule.
2. Follow registration instructions by completing the online enrollment process.
3. Contact Campus Advisors for assistance with course selection or planning.

### **PROGRAM, CAMPUS, & COMMUNITY INVOLVEMENT**

Faculties are part of the college community and, as such, have community responsibilities. The program, campus, and community involvement display the power of learning. It requires a commitment to an exchange of professional ideas and expertise to address the needs of the district and the community for a relevant, helpful, and dynamic curriculum. The program, campus, and community involvement

activities foster better decision-making within the campus and enhance the image of the campus in the community.

**Program, campus, and community involvement responsibilities**

- Promote programs and participate in outreach activities.
- Maintain programs and develop curricula.
- Review programs and assess student-learning outcomes.
- Research community and industry needs.
- Participate in program, department, district, and community activities.

**Program, campus, and community involvement examples**

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

## **ASSESSMENT**

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

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

### **FACULTY EXPECTATIONS IN ASSESSMENT**

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

## EMERGENCY INFORMATION

### **IECC ALERTS**

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

### **INCLEMENT WEATHER/EMERGENCY CANCELLATIONS**

When the safety of students and college staff is threatened by weather and other emergency circumstances, the campus(es) will be closed and/or classes delayed. As described in procedure 200.8, the decision to close a campus or delay classes will be made by the Chancellor and the Campus President or representative. If cancellation or delay of classes becomes necessary, information will be broadcast through IECC Alerts and posted on the IECC website at [www.iecc.edu](http://www.iecc.edu).

Emergency announcements will be made by 6:30 a.m., or as soon thereafter as possible, to give the earliest notice to commuting students. The cancellation of day classes does not necessarily indicate evening class cancellation. If evening classes are canceled, the announcement will be broadcast by 3 p.m. or as soon thereafter as possible. Additional information relevant to inclement weather closures is available at [www.iecc.edu/weatherclosures](http://www.iecc.edu/weatherclosures).

### **CAMPUS SAFETY AND SECURITY**

Illinois Eastern Community Colleges is committed to ensuring the safety and security of its students, faculty, staff, and visitors. Multiple policies have been established in support of IECC's commitment to providing a safe college environment. Learn more at <https://iecc.edu/safety>.

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

All accidents and/or crimes must be reported to the President's Office. An Incident Report (available via Entrata > Employees > Finance > Forms) should be completed for all personal injury accidents, criminal incidents, damage to or theft of IECC property, a gross violation of Board Policy or personnel procedures, and fire or intrusion incidents. This report should be completed and submitted to the Meta-Major Dean and the Chief Financial Officer within 24 hours of the incident.

IECC cooperates with law enforcement agencies to keep students and employees apprised of reported crimes and arrests of students and employees that occur in the community that may affect the safety of students and employees. IECC publishes an [Annual Security Report](#) on its website for review by



employees, students, and prospective students and employees in compliance with the *Clery Act*. A hard copy of this report can be requested by contacting the IECC Human Resource Office. This report contains various policy statements and related campus safety and security procedures, crime statistic information, and relevant definitions.

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

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

## INSTRUCTIONAL PROCEDURES

### **ADD, DROP, WITHDRAW**

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

Degree or certificate-seeking students who wish to drop or withdraw from a class must contact the Student Services Office. The student will need to speak with their Advisor or the Retention Coordinator to address the course drop or withdrawal and complete a Course, Program, or Catalog Term Change Form. Faculty who are aware of a student's intent to withdraw from a course should express to the student the importance of communicating with Student Services and Financial Aid staff to fully understand the impact, academically and financially.

While the responsibility to drop or withdraw a course is the student's, there are limited instances when an instructor may initiate this action; such as withdrawing a student after midterm due to a lack of attendance for several weeks. The instructor will first submit a Progress Report to alert staff to contact the student for resolution. If no action is taken by the student, the instructor will recommend a withdrawal by submitting a Course, Program, or Catalog Term Change Form to the Meta-Major Dean for approval, citing the withdrawal reason.

If the student or the instructor does not complete an official withdrawal, the student's grade will be recorded as issued during the grade submission process.

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

See the Withdrawal Policy at <https://www.iecc.edu/withdrawalpolicy> for more information.

### **CLASS PREPARATION**

All books must have an ISBN when class schedules are available to students. Therefore, all requests for Textbook Adoption are due to the appropriate Meta-Major Dean no later than October 1 for Spring classes, and February 1 for Summer/Fall classes. Textbooks should be used for at least two years prior to the change.

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

#### **eCampus as the textbook adoption tool:**

1. Log in to your MyIECC account and select the **Textbook Adoption (eCampus)** button.
2. Your course list should automatically appear. Choose the course you wish to edit. You may also use the search bar to locate a specific course or change the semester by selecting the filters underneath it.

3. To add an adoption, select the Add Adoptions button below Course Adoption Details. If there are no course materials required, select the box next to Textbooks are not required for this course, and select Save.
4. Enter the ISBN into the ISBN/UPC/Product field and choose the Importance level. If the item you are adding should only be purchased in new condition, toggle the Require New button to YES, and select Add Adoption.
5. You may view past adoptions by selecting the View Adoption History button. To add a previously used adoption, select the button next to Adopt this item, and select Add Adoptions at the top. Once a text is added, you may add a Book Comment, re-sort, and delete items as needed. You may also utilize the Copy All feature to add the adoption(s) across multiple courses that require the same material(s).
6. Any time a change is made to a course, select Save. To view how the course will appear to students on the Online Bookstore, select the Preview Course button.

For any questions email: [iecc@ecampus.com](mailto:iecc@ecampus.com)

Every student enrolled in a course is provided a copy of a **Course Syllabus** prepared by the instructor. This syllabus is posted in the Canvas class tile by the first-class meeting. Assistance in preparing a course syllabus is available from the faculty's Meta-Major Dean or by referencing the Course Syllabus Template and the Syllabus Checklist (available via Entrata > Employees > Forms > Faculty). These documents have been developed to assist faculty in creating a course syllabus with language to support the academic integrity policy, for AI usage, attendance requirements, drops and withdrawals, etc.. Course syllabi must be uploaded into the instructor's Entrata account by the first day of class, as this will populate the syllabus into Canvas. Faculty must upload a current syllabus to their class via Entrata for each course taught prior to the start of each academic semester. Deans will conduct syllabi review by midterm of the semester using the Checklist for Creating Course Syllabi (available via Entrata > Employees > Forms > Faculty) and will provide feedback for corrections as needed.

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

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

### **CLASSROOM VISITORS**

Minors and Visitors in the Classroom Policy 800.12 (Adopted May 27, 2025):

*To maintain a safe, focused, and professional learning environment, Illinois Eastern Community Colleges (IECC) prohibits unauthorized visitors—including students' children—from being present in classrooms during scheduled instruction. The policy upholds instructional integrity and safety standards, while allowing for rare, faculty-approved exceptions in limited circumstances.*

### **STUDENT ATTENDANCE**

Student Attendance Policy 500.41 (Adopted 4/16/2024):

*Illinois Eastern Community Colleges recognizes the correlation between class attendance and student success. Regular class attendance is the responsibility of the student and is considered necessary to receive maximum benefit from college enrollment.*

*Instructors may establish specific attendance policies which must be communicated via the course syllabus or other written method. However, faculty attendance policies will not supplant IECC policy, procedure, or administrative guidelines related to attendance/absences.*

*The absent student or the student who is anticipating an absence is responsible for consulting his/her instructor(s) in order to ascertain the acceptability of the absence and the possibility of completing missed coursework. With consideration given to IECC policies, procedures, or administrative guidelines and consistent application of their own documented attendance policies, it is up to the discretion of the instructor whether to allow a student to make up any missed assignments, exams, or projects.*

### **Administrative Guidelines**

Students are advised and expected to discuss anticipated absences with the appropriate faculty member in advance and in accordance with that faculty member's guidelines for class attendance. If the faculty member requires documentation of the reason or reasons for an absence, the student should inquire of the faculty member what would suffice for that purpose (e.g., medical documentation, proof of court appearance, etc.). It is the student's responsibility to communicate with the faculty and obtain requested documentation.

Students who do not attend a class because of a **non-emergency illness or injury** (e.g., sore throat, cold, sprained ankle, etc.) are to discuss the absence with the faculty member should the student request to make up any academic work missed due to the absence. The faculty member may or may not grant the request to make up work that has been missed. It is the individual faculty member's decision to grant or not grant the request. It is the student's responsibility to communicate with the faculty.

The Dean of Students will serve as a contact resource on each IECC campus for a student in **extreme or emergency cases** when the student is unable to communicate with individual faculty members. Accidents/hospitalizations that occur out of town, death of an immediate family member (mother, father, sister, brother, spouse, child), serious emotional/psychological problems, serious physical injuries or trauma, and medically prescribed inpatient treatment for substance abuse are examples of situations where the Dean of Students might appropriately be contacted and called upon for assistance in communicating with faculty. The Dean's Office will communicate with faculty regarding the student's absence and expected return date as well as any other pertinent information. It will be at the discretion of the student what to share and not to share with the faculty.

**Students enrolled in Health Professions** courses which require specific hours, competencies, and/or skills should be advised to reference their program-specific handbooks for guidance on the handling of absences. These programs often have unique requirements and standards. Failure to comply with these guidelines may result in academic consequences.

**International students** attending IECC are on an F-1 or J-1 visa sponsored by IECC with specific requirements for students to remain on campus when classes are in session. Student requests to leave early or change their attendance to online at the end of the semester can violate their visa status. Please contact the Program Director of the International Student Program before approving any requests.

One absence for any reason per semester hour of credit is accepted as the maximum for acceptable college progress. When the quality of work has been affected by absence or tardiness, instructors should personally inform the student, if present, that action is being taken. The instructor should also send a progress report, available on Entrata, so that the Retention Coordinator can get involved. If attendance is used to determine grades, the requirement should be printed in the syllabus, and the daily attendance roster should accompany the official grade book.

### **Absences Due to Off-Campus Activities**

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

### **Related Attendance Policies and Guidelines can be found at:**

Student Military Policy 500.21: [Provisions When Called for Service](#)

[Student Religious Observances Policy 500.34](#)

[Inclement Weather Guidelines](#)

[Rights of Pregnant and Parenting Students](#)

### **ATTENDANCE ROSTERS**

Faculty are responsible to submit attendance reports throughout the semester using the Roll Call feature in their Canvas course. Weekly attendance records need to be recorded in Canvas for all courses the instructor is assigned to teach. Online classes should reflect attendance at the end of each week to support academic progress in the course.

**First Day, Ten Day, and Twenty-Five Day** rosters are required for each course as well as a Midterm check via the faculty's Entrata account. Each Attendance check relates directly to the amount of financial assistance a student receives, the total amount of their bill and state compliance for enrollment reporting. Please check carefully and contact records with any issues or concerns you may have. After the submission of each attendance check, students can be reinstated with instructor approval.

### First Day Roster

A **class roster** is available in **Entrata** for courses taught each semester. Instructors must submit first day rosters through Entrata after the first-class meeting. If students are not listed on the class roster notify Records and instruct the student to see the Records Office to complete the registration process. Student Records staff communicates with instructors regarding requirements and deadlines through your IECC email. Students not present or logged in on the first day should be an NS (No Show).

### Ten Day Roster

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

### Twenty-Five Day Roster (Fall and Spring Semesters/16-week Terms Only)

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

### Midterm Rosters

Faculty must enter midterm student status through Entrata in Banner Web using

- 1.OK - Student is attending and progressing.
- 2. DROP – Student is not attending or pursuing course objectives.

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

### Final Grade Rosters

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

### Incompletes

Instructors may enter a temporary grade of "I" (incomplete) and also submit the electronic incomplete form if arrangements have been made with the students to complete the work on a mutually agreed upon schedule. An incomplete grade must be changed within four (4) weeks of the end of the term, or the student will automatically receive an *F* for the final course grade. Contact the Records Office at your campus if you have any questions or if your grade entry will be delayed for any reason. All District Faculty must have grade entry completed on time for Records to begin the grade roll process.

### Failing to Report Final Grades

Final grades need to be reported by the due date from all faculty. Missing grades will be reported as a grade of *N* (No grade reported). Faculty will then be required to complete a **Change of Grade** form for each student who has received a letter grade of *N*. **Faculty are encouraged to submit their grades for each class as they are completed rather than waiting until all classes have been entered.** Contact the Records Office at your campus if you have any questions

### Final Exams

All classes must meet during their scheduled final exam time. Faculty when giving **final exams** must comply with the official Final Exam Schedule, distributed by the Dean each academic term. Makeup exam times are scheduled for students who cannot take the final exam at the specified time. Final exams for evening classes are scheduled for the evening that the class meets during the final exam week.

### CLASS SIZE

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

### CREDIT HOUR CALCULATOR

The U.S. Department of Education has formally defined a credit hour as one hour of classroom "seat time" and two hours of "out-of-class time" per week. Both the seat time and the out-of-class time will have to be justified and evident. Examples: One Credit Hour of Lecture = 45 total hours (15 in class + 30 outside of class). One Credit Hour of Lab = 45 total hours (30 in-class + 15 outside of class). In-class time, one hour = 50 minutes. Out-of-class time examples: reading, writing, research, studying for tests and quizzes, out-of-class discussions, out-of-class assignments, and exercises, preparing for labs, practicing instruments, etc. For more information on how IECC assigns credit hours, see the Credit Hour Policy (800.8). IECC's Credit Hour Calculator was developed to show actual evidence of time expectations of each course. Each faculty member should complete the Credit Hour Calculator for each one of their courses each semester. To access the Credit Hour Calculator:

1. Log onto Entrata.
2. Go to the "Faculty" section of the site.



3. The course list will be displayed.
4. Located by each course is a link to the Credit Hour Calculator.
5. Click on the link, and the Credit Hour Calculator for the course selected will be displayed for you to complete.

### **EVALUATION OF STUDENT PROGRESS**

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

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

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

IECC requires that faculty maintain **grade books** (hard copy or electronic) for five years. The District's Educational Guarantee Policy (800.10 and 800.11) could lead to a request to review grade calculations up to five years after a grade is issued. Grade books should include a class roster, attendance, homework grades, test grades, final grades, and other evaluation criteria such as scoring rubrics. Grade books (hard copy) are provided, free of charge, to the instructor. Faculty are strongly encouraged to utilize the electronic grade book feature in their LMS – Canvas to record and archive course grades. Grade books and grading data remain the property of IECC. When faculty leave the employment of IECC, grade books or electronic copies will be given to the Meta-Major Dean for filing. After five years, grade books will be disposed of properly.

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

Faculty receive **student feedback** of instruction for each class taught through an end-of-course survey. An email survey is sent out to students for each class at the end of the semester by district office staff. Faculty access results through the Faculty tab in Campus Labs. All responses are anonymous. As a faculty



member, you can login to the portal to keep track of response rates through the following link:  
<https://iecc.campuslabs.com/faculty/>

### **INDEPENDENT STUDY**

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

### **REGISTRATION AND ADVISEMENT**

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

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

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

### **SCHEDULING OF CLASSES**

Classes are arranged through the Meta-Major Dean several months before the beginning of the academic term. Once established, the class meeting hours, dates, and room assignments are not changed without consulting the Meta-Major Dean or the Vice Chancellor of Academic Affairs (VCAA). The Academic Affairs Schedule Builders will build the schedules for all campuses and will edit course schedules upon approval from the Dean and the VCAA.

Full-time faculty are asked to submit proposed classes for the following semester in accordance with the published schedule development calendar. Courses known to be of interest to students may be placed on the schedule before a faculty member has been identified to teach them. Proposed class schedules should follow and support the program outlines as in the catalog and the pathways for transfer programs.

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

## **ADDITION, REVISION, AND WITHDRAWAL OF COURSES AND CURRICULA**

The VCAA works with the Meta-Major Deans to approve additions, revisions, and withdrawals of courses and programs to ensure current curriculum and to support enrollment in courses. Faculty make recommendations for course changes to their Dean.

### **COURSES AND PROGRAMS**

#### **New or Revised Courses**

Faculty can recommend new courses to be reviewed and considered for their program(s) or revisions to current courses which may include: credit hours, lecture, lab, title, description, etc. To begin this process, a Master Syllabus for a new or revised course must be created using the Master Course Syllabus Template (available via Entrata > Employees > Forms > Faculty) and submitted to the appropriate Meta-Major Dean. Approval by the Meta-Major Dean advances the course to AALT for approval. Note that each Meta-Major Dean may include additional steps or additional information/justification for the new or revised course. Once approvals are secured by all involved, the Meta-Major Dean will submit a Course Action Request (CAR) to the VCAA for approval. Academic Affairs staff will then submit the new or revised course information to the Illinois Community College Board (ICCB) for approval, processing, and data entry into the state's course listing. This course addition/revision process may take up to about four (4) weeks. Once the signed and dated approved course forms have been received from the ICCB, course information is entered into the IECC Banner System. New or revised courses can then be listed in the next catalog and on the [semester course schedule](#).

#### **New or Revised Curriculum**

Faculty can recommend new programs or revisions to programs based on input from advisory committees and/or from other data supported sources. To begin this process, a new or revised program outline must be submitted to the appropriate Meta-Major Dean for approval. Approval by the Meta-Major Dean advances the program proposal to AALT for review and approval. Note that each Meta-Major Dean may include additional steps or additional information/justification for the new or revised curriculum. Approval by AALT advances the program to SEPC and then to the Board of Trustees. Once all required approvals are secured, Academic Affairs staff will submit the new or revised curriculum to ICCB for approval and processing. The length of the approval process depends on the type of program, the length of the program, and additional approval processes, such as articulation and/or approval by the Illinois Board of Higher Education (IBHE) via ICCB and the Higher Learning Commission (HLC). Once signed and dated curriculum approval forms have been received from ICCB, curriculum information is then entered into the IECC Banner System. The program can then be added to the [website](#) and included in the next catalog.

#### **Online Courses**

IECC is committed to providing exceptional online education through careful design, development, and delivery of programs and certificates. The IECC Center for Excellence in Teaching and Learning (CETL) is here to support faculty with policies, procedures, Quality Matters (QM) standards, Regular and Substantial Interactions (RSI), team formation, course design, planning, quality assurance, and ongoing support.

Online course development differs significantly from face-to-face teaching, both pedagogically and technologically. The Center for Excellence in Teaching and Learning (CETL) facilitates all district course design and online course review. Course selection is determined by the approval of academic leadership and alignment with the district's strategic goals.

#### **CANVAS LEARNING MANAGEMENT SYSTEM (LMS) – ONLINE LEARNING**

IECC utilizes the Canvas LMS platform for online/hybrid learning as well as for traditional face to face courses. The Canvas platform utilizes technology to support student engagement across all delivery modalities. Canvas is mobile friendly which supports student learning inside and outside the classroom. Faculty are encouraged to utilize the features in Canvas to support and enhance their instruction. Syllabi, assignments, online testing, email, and chat are among a few of the tools accessible within Canvas.

Students access Canvas with a single sign-on via the Entrata portal, then clicking on the Canvas tab on the menu or on the student page. Faculty can access the Canvas system by accessing the Entrata portal and selecting the "Canvas" tab on the menu or through the Faculty tab in Entrata. For developmental areas inside Canvas, contact the Help Desk to request setup. Assistance and training with Canvas is available through the IECC Help Desk at extension 4357. Additional information and resources are found here: [Welcome to Canvas](#)

## PROFESSIONALISM

### **ACADEMIC RANK (FULL-TIME FACULTY)**

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

### **APPEARANCE**

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

### **CLASS AND OFFICE SCHEDULE**

All full-time faculty must submit and post a class and office schedule to the Meta-Major Dean's Office by the first day of classes. This schedule shows class title, time, location, and scheduled office hours. The office schedule is posted on an office door or in a highly visible area for students to schedule their instruction and advisory contacts.

### **CONDUCT**

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

### **EDUCATIONAL LEVEL CHANGE (FULL-TIME FACULTY)**

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

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

### **EMERGENCY ABSENCE**

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

### **FACULTY EVALUATION**

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

### **LEAVE REQUEST/ABSENCE NOTIFICATION**

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

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

### **NON-COLLEGE EMPLOYMENT (FULL-TIME FACULTY)**

See current Collective Bargaining Agreement.

### **ORAL ENGLISH LANGUAGE PROFICIENCY**

Meta- Major Deans must file an oral English proficiency form prior to providing any classroom instruction to students.

### **PROFESSIONAL CONDUCT**

Professional educator conduct includes upholding honesty, integrity and respect in all academic activities, including coursework, research, and interactions with students, other faculty, staff, and supervisors. Professional academic educator conduct supports a productive work/learning environment creating a positive academic community.

### **PROFESSIONAL DEVELOPMENT**

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

## **FACULTY SERVICES & RESOURCES**

### **IECC FACILITIES AND EQUIPMENT**

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

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

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

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

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

### **IECC VEHICLE USE**

Some IECC-owned vehicles are available for faculty and staff for any local and some long-distance IECC-related travel, subject to availability and prior approval. In addition, all employees are subject to Policy and Procedure 300.18 Assignment of Vehicle and the IECC-owned and Personal Vehicle Use Policy and Procedure 400.33 as outlined in the IECC Policy and Procedures Manual. The Vehicle Request Form and Mileage Report is available on Entrata (Finance > Forms) and must be filled out before checking out a vehicle and upon its return. Drivers of vehicles with fifteen or more passengers must carry the new Commercial Driver's License (CDL).

### **COMMUNITY SERVICE**

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

### **COPYING SERVICES**

Copying services are available on each campus. Instructors should allow ample time to carry out copying jobs in advance of the class period in which the material will be needed. In many cases, clerical staff will

run the copies if sufficient time is provided. **If copiers are used for personal and non-District business, individuals should pay for copies. Copies of copyrighted materials must be cleared through the Meta-Major Dean to ensure compliance with the law.**

### **EMAIL ACCOUNTS**

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

### **ENTRATA**

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

### **PROGRAM WEBPAGES**

Marketing is responsible for developing program-specific web pages that contain descriptions, photos, curriculum, faculty profiles and other details about IECC programs. While maintained by marketing, faculty involvement is imperative to ensure the continued accuracy of the information provided. To learn more about this, contact the Public Relations and Marketing staff at your campus.

### **FACULTY MAILBOXES**

Each campus/facility maintains faculty mailboxes. All regular mail to faculty is placed in the mailboxes. Out-going mail should be left in the designated area for mailing. Bulk mail is handled as time permits. Campus postage is not used for personal mail.

### **HEALTH AND DENTAL PLANS (FULL-TIME FACULTY)**

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

### **HELP DESK**

The IECC Help Desk is available Monday through Friday, 8:00 a.m. to 4:30 p.m. during the fall and spring semesters and 7:30 a.m. to 4:00 p.m. during the summer months to assist you with computer, software, and technical problems. For more information, go to [www.iecc.edu/helpdesk](http://www.iecc.edu/helpdesk).

### **IECC FACULTY AND STAFF RESOURCE CENTERS**

The Faculty and Staff Resource Centers are located at each campus in the [Learning Commons](#), where assistance and support are available.

### **INSTRUCTIONAL COMPUTER LABS**

Each campus maintains **instructional computer labs**. Full-time faculty members are encouraged to use computer services on campus but should consult with campus staff before scheduling classes or other use of facilities. Open lab times for student and faculty use are established based on stated needs and the availability of qualified lab monitors. Faculty desiring to use these facilities should contact Meta-Major Dean referral to the assistant lab managers.

### **KEYS**

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

### **LEARNING COMMONS**

Each IECC campus has a Learning Commons, with access to resources and services both on and off-campus. Learning Commons components consist of: Learning Resources, Tutoring/Wellness, Testing Services, and Disability Services. The Learning Commons website can be found at <https://iecc.libguides.com/IECCLibrary>.

### **Learning Resources**

Each Library has an open computer lab, a book and print magazine collection, a media collection in a variety of formats, and a variety of online resources and databases.

The IECC Libraries are all members of the Consortium of Academic and Research Libraries in Illinois (CARLI). CARLI's I-Share program allows for access to over thirty-eight million items from eighty-eight participating libraries, including Eastern Illinois University, Southern Illinois University, and the University of Illinois. You can gain access to this vast collection of records via the online catalog search from the Library webpage (<https://iecc.libguides.com/IECCLibrary>).

Requests for materials can be made from member libraries and delivered to an IECC library Monday - Friday for free, convenient pick-up. To request a book via the online catalog, students use their IECC Entrata login information. Instructions on how to search the online catalog is available from Learning Commons personnel. You may also visit any I-Share library, borrow items onsite, and return via an IECC library.

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



### **Tutoring/Wellness**

The Learning Commons is the place for you to connect with staff and resources to support your learning. In addition to tutoring, time management, and study skills, LC personnel can help you in accessing wellness resources.

### **Testing Services**

The Learning Commons serves as the hub for various tests such as make-up exams, ACCUPLACER, Pearson, and more.

### **Disability Services**

The Learning Commons is also where you'll find assistance if you'd like to request special academic accommodations due to a qualifying disability. To learn more, visit <https://iecc.edu/ada>.

### **CLASSROOMS AND AUDIO/VISUAL EQUIPMENT**

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

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

### **MAINTENANCE REQUESTS**

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

### **PURCHASE REQUISITIONS/INVENTORY**

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

**PUBLIC INFORMATION**

The Public Information Office is available for assistance at all 4 campuses. Check with the office for proper procedures for advertising. All faculty are encouraged to participate in public information and student recruiting activities involving their classes and programs. The best recruiters the District has are its faculty.

## QUICK REFERENCE: POLICIES AND PROCEDURES

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

### **ACADEMIC FREEDOM POLICY (800.6)**

See [Webpage](#)

### **ACADEMIC INTEGRITY POLICY (500.25)**

See [Webpage](#)

### **ACADEMIC STANDING POLICY (500.20)**

See [Webpage](#)

### **ALCOHOL-FREE/DRUG-FREE CAMPUS (100.9)**

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

### **AMERICANS WITH DISABILITIES ACT (100.12)**

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

### **APPROPRIATE USE OF INFORMATION TECHNOLOGY RESOURCES (200.2)**

See [Webpage](#)

### **CAMPUS CLOSURES AND INTERRUPTIONS (200.8)**

See Policy and Procedure Manuals

### **CREDITS HOUR POLICY (800.8)**

See Policy Manual

### **CATALOG TERM POLICY (500.36)**

See [Webpage](#)

### **COURSE REPEAT POLICY (500.4)**

See [Webpage](#)

### **DEFINITION OF FULL-TIME EMPLOYMENT (400.14)**

See Policy Manual

### **EDUCATIONAL CURRICULUM & COURSE DEVELOPMENT (800.1)**

See Policy Manual

**EMPLOYEE TUITION WAIVER POLICY (500.14)**

See [Webpage](#)

**EMPLOYMENT OF RELATIVES (400.28)**

See Policy Manual

**ETHICS POLICY FOR EMPLOYEES (100.27)**

See Policy Manual

**EVALUATING STUDENT PERFORMANCE (800.7)**

See Policy Manual

**EVALUATION POLICY (400.2)**

See Policy Manual

**FACULTY LEAVE POLICY (FULL-TIME FACULTY)**

See current Collective Bargaining Agreement

**FAMILY BEREAVEMENT LEAVE POLICY (400.27)**

See Policy Manual

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

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

**FAMILY AND MEDICAL LEAVE POLICY (400.20)**

See Policy Manual

**GRADES AND GRADING SYSTEM (500.35)**

See [Webpage](#)

**GRADUATION REQUIREMENTS POLICY (500.38)**

See [Webpage](#)

**HAZING POLICY (500.28)**

See [Webpage](#)

**HUMAN SUBJECTS RESEARCH POLICY (200.7)**

See Policy Manual

**IECC-OWNED AND PERSONAL VEHICLE USE (400.33)**

See Policy and Procedure Manual

**INSTRUCTIONAL MATERIALS POLICY (500.6)**

See Policy Manual

**MINIMUM FACULTY REQUIREMENTS/QUALIFICATIONS (400.8)**

See Policy Manual

**MINORS AND VISITORS IN THE CLASSROOM**

See Policy Manual

**NONDISCRIMINATION POLICY (100.8)**

See [Webpage](#)

**OWNERSHIP AND ROYALTIES OF INVENTIONS AND/OR MATERIALS (400.7)**

See Policy Manual

**PREGNANCY RIGHTS NOTICE**

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

**PREVENTING SEXUAL MISCONDUCT POLICY (100.31)**

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

**PROGRAM REVIEW AND EVALUATION (800.2)**

See Policy Manual

**PROHIBITED CONSENSUAL RELATIONSHIPS (400.30)**

See Policy Manual

**READMISSION BY PETITION**

See [Webpage](#)

**REMOTE ACCESS POLICY (200.4)**

See Policy Manual

**STUDENT ATTENDANCE POLICY (500.40)**

See guidelines within this handbook

**STUDENT CONDUCT POLICY (500.8)**

[Student Code of Conduct](#)

**STUDENT COMPLAINTS (100.16)**

See [Webpage](#)

**STUDENT MENTAL HEALTH NEEDS (500.12)**

See Policy Manual

**STUDENT MILITARY POLICY (500.21)**

See Policy Manual

**STUDENT RELIGIOUS OBSERVANCES (500.34)**

See [Webpage](#)

**STUDENT WITHDRAWAL POLICY (500.30)**

[Student Withdrawal Policy](#)

**SUSPENSION (400.10)**

See Policy Manual

**TENURE (400.11)**

See Policy Manual

**TOBACCO-FREE/SMOKE-FREE CAMPUS (100.15)**

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

**VICTIMS ECONOMIC SECURITY AND SAFETY ACT (VESSA) POLICY (400.26)**

See Policy Manual

**WEAPONS AND CONCEALED FIREARMS POLICY (100.28)**

See [Webpage](#)

**WITHDRAWAL POLICY (500.30)**

See [Webpage](#)

## COMMONLY USED ACRONYMS

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

[Complete list of IECC Acronyms](#)