



**IEA/NEA**

New Faculty Luncheon  
 August 2008  
 Summary of Contract  
 Provisions

The Oakton Community College Faculty Association (OCCFA/IEA-NEA) is the sole and exclusive bargaining agent for all full-time faculty at Oakton Community College in matters of wages, hours and terms and conditions of employment. The Faculty Senate does the work of OCCFA.

It is important that you become very familiar with the bargained contract. This document is not meant to replace the contract. It only highlights areas that are important to you as a new faculty member. Other areas of the contract are also important, so please read the entire contract.

Questions about the contract or job-related concerns should be brought to the immediate attention of an association officer:

President	Laura Saret	<a href="mailto:lsaret@oakton.edu">lsaret@oakton.edu</a>	635-1929
Vice President (and chair of Grievance Committee)	Ron Thomas	<a href="mailto:bandbguy@oakton.edu">bandbguy@oakton.edu</a>	635-1949
Secretary	Linda Zimmerman	<a href="mailto:lindaz@oakton.edu">lindaz@oakton.edu</a>	635-1842
Treasurer	Gwen Nyden	<a href="mailto:gnyden@oakton.edu">gnyden@oakton.edu</a>	376-1628
Reg. 37 IEA Representative	John D'Anca	<a href="mailto:johnd@oakton.edu">johnd@oakton.edu</a>	635-1966

**Association Website**

OCCFA maintains a website hosted by IEA. The site contains information about OCCFA and the Senate (including names of Senators and our Constitution and Bylaws), OCCFA's contract with the College, Committee information, Board Meeting Attendance lists, and other useful links. Please let us know what you think and how we can improve the site. To get there:

- Link to the IEA's website <http://www.ieanea.org/local/occf/>

## Association Membership

Full-time faculty are required to join the Association or to pay “fair share.” If you are a “fair share” member, you do NOT have voting rights in OCCFA, nor can you serve on the Faculty Senate and some college-wide committees.

## Professional Responsibility

Full-time faculty have both instructional and institutional responsibilities.

- Your main role is to meet your teaching (student development or library) responsibilities and related obligations.
- You are expected to participate in college-wide, department, and division activities during each academic year.
- After your first year, you must serve on at least one college-wide committee (a committee whose members include individuals from more than one division or unit of the college) each year. Your Dean and/or the Faculty Association can help you find a committee. First-year faculty members will not be asked to serve on college-wide committees unless they have expertise that no other faculty member possesses. You can, however, volunteer to serve on college-wide committees. If you are asked or elect to serve on a college-wide committee, consult with the OCCFA President or Vice-President before agreeing to serve.
- Outside employment or other commitments must not interfere with your contractual obligations to the college.
- You are expected to remain current and participate in professional development activities. The contract provides for administrative interventions for faculty members who are deficient in their teaching skills and/or subject knowledge as well as for faculty who exhibit diminished capacity in their personal or professional behavior.
- Keep good records about your non-teaching activities including committee work and participation in professional development activities. You will be asked to report on these activities yearly.
- First-year faculty members are expected to participate in the New Faculty Seminar.

## Office Hours for Teaching and Student Development Faculty

**All office hours are 50-minute hours**

Academic Year 10 hours (50-minute hours) per week – this is equivalent to 8.33 clock hours.

- 5 of these hours should be scheduled in your office so that you can be available for students. These hours should normally be scheduled on the days that you teach.
- On-line office hours
  - If you are teaching an Internet/Web-based course
    - You can schedule some of the five “student” office hours on-line (instead of in your office) for students enrolled in these courses, with the number to be proportional to the percent of teaching load that is on-line. For example, if you are teaching a 3-credit hour Internet/Web-based course, you can schedule 1 office hour on-line.
    - Instructional time on-line may not be counted as an on-line office hour.
  - If you are not teaching an Internet/Web-based course
    - You can schedule 1 or 2 of your 10 office hours on-line. You will still need to schedule 5 hours in your office.

- Student-demand permitting, you can use the remaining 5 hours for committee work, division and departmental meetings, or professional development workshops and activities.
- If your teaching load includes courses that do not meet over the full semester, the actual number of office hours may vary in some weeks, but will average out to 10 per week over the semester.
- When you report office hours to your division office, indicate which hours are for students and which are for other commitments. You can change your office hours in the middle of the semester by notifying your Dean and division office.

Summer 3 hours (50-minute hours) total (over the length of the summer session) for each instructional LHE. For example, if you are teaching 6 LHEs, you should have a total of 18 office hours for the summer term. Based on instructional need and your dean's permission, you can schedule some of the hours outside the term of instruction.

## Academic Freedom

You must meet generally accepted standards of professional conduct. You are free to present instructional materials which are pertinent to the subject and are expected to present all facets of controversial issues in a fair manner. Selection of materials based on methodology is at your discretion. Selection of materials based on course content and learning objectives are the result of departmental consensus. For more detail, see the contact.

## College Year and Faculty Attendance

You are expected to be on campus as described below unless you are involved in an approved off-campus activity.

- Instructional days -- 153 days over fall and spring semesters. You are required to be on campus the days your classes meet, as well as the days you have institutional commitments, such as student development assignments, library/media Services assignments, or college meetings and committee work. To meet committee, division, and department responsibilities, you may need to be on campus on a day that you do not have a teaching, student development, or library/media services assignment.
- Evaluation days -- 2 days each semester are set aside for instruction or final student evaluations (exams) or culminating course activities. If your class is not scheduled to meet on these days or if you have a class that does not meet for the duration of a semester, then you should use the last class session(s) for instruction, final student evaluations, or culminating course activities. You must be on campus these days.
- Grading days -- 1 each semester to be used for grading papers, meeting with students, etc. You must be on campus these days.
- Commencement -- 1 day following the spring semester. You must participate in Commencement.
- Professional development days -- 5 days at the start of the fall semester (Monday through Friday) and 4 days at the start of the spring semester (Monday through Thursday) -- These days are for activities such as staff development, course preparation, student orientation/assessment/advising/registration, and college/department activities. You must be on campus and participate in activities on these days.

## Holidays

You are not expected to work on the following days:

- Martin Luther King Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Independence Day (July 4)

- Labor Day (First Monday in September)
- Veterans' Day (November 11)
- Thanksgiving Recess (Fourth Thursday, Friday, Saturday and Sunday in November)

## Attendance and Reporting Absences

The work of the College takes place seven days a week. Normally, the faculty work week is 5 days.

- You must be campus the days your classes meet as well as the days you have institutional commitments, meetings, etc.
- You can submit a proposal to your Dean to spend one working a day per week engaged in a semester-long, off-campus curriculum/professional development project. See the contract section on Flexible Work Week for more details.

Reporting absences -- If you are going to be absent and do not have prior permission (from your division dean/area office) for the absence, you must notify the appropriate division/area office of your absence. Exceptions are made for bereavement leaves as described below.

Class cancellation -- Requires approval by the appropriate dean.

Outside commitments -- These must not interfere or conflict with your performance or contractual obligations.

### Paid leaves

- Sabbatical leaves -- You are eligible for a sabbatical after your 6<sup>th</sup> consecutive year (family and parental leaves do not affect "consecutive years.").
- Sick leave – 15 days per year. If you work over the summer, you are credited .5 sick days per LHE (maximum 3).
  - You can take sick leave for
    - Personal illness
    - Medical treatment or examination which cannot be scheduled during your non-working hours
    - Quarantine at home
    - Serious illness of spouse or legal dependents
    - Child birth
  - Sick leave may be taken in half-day increments. If you are unable to attend a scheduled meeting you may be assessed ¼ sick/personal day (with your Dean's permission).
- Bereavement leave
  - In the event of the death of a domestic partner, spouse or child, you are entitled to up to 5 consecutive work days' leave without loss of salary.
  - You are entitled to 3 days' leave without loss of salary to attend the funeral of your parents, the parents of your spouse, domestic partner, brother, sister, grandparents, step-parents, or a relative living in your household.
  - You can use personal day(s) to attend other funerals.
  - If you need more days than specified above, you can use unused personal days and sick leave.
- Personal days -- You are entitled to five College days for personal business during each year, including summer.
  - Personal days are deducted from sick leave.
  - Personal days may be taken in ½ day increments.
  - Unless it is an emergency, notify your dean 48 hours in advance and make arrangements for your classes.

- You do not need to justify or obtain approval for personal days except for days taken during orientation week(s), the first week of classes of a new semester, the day before and the day after a scheduled holiday, or if you are taking two or more consecutive days.
- Witness and jury duty -- You may be absent for jury duty to if you are a witness in a criminal court action. Keep your dean informed as to possible length of absence.
- Temporary leaves for professional purposes -- You can request paid leave (not deducted from sick leave) for attendance at workshops and professional meetings. Contact your dean for further information.

Unpaid leaves -- see the Contract for more information

- Parental leave
- Long-term personal leave
- Long-term professional leave

## Conditions of Employment and Workload

**All loads are calculated in LHEs (Lecture Hour Equivalents).  
All hours refer to 50-minute hours.**

Full-load -- 30 LHEs during the regular academic year (excludes summer).

- Normally 15 in fall and 15 in spring; variable load can be approved, e.g., 12/18.
- Deans assign your load/schedule. This should be done in consultation with you and your chair/coordinator.
- Instructional load—
  - Be careful! There are five stipulations regarding assignment of load for instructional faculty. If any of the following stipulations are violated, you may be entitled to extra compensation. However, you may be asked to sign a waiver indicating that you chose the load and waive the extra compensation. You shouldn't sign a waiver without talking to the President or Vice-President of OCCFA.
    1. You should not have more than 3 different preparations for courses within a semester (or 2 preparations for courses of 6 or more LHEs). In those cases when additional preparations must be assigned, each course is credited with an additional .75 LHE. The following guidelines apply:
      - When multiple preparations are required to construct a full load (e.g., when multiple sections are not available), the premium will not be paid unless special kinds of courses/circumstances require (e.g., when new courses are involved).
      - Classes taught in the same room at the same time by a single instructor (e.g., ART 131 and ART 231) are considered a single preparation.
      - Modular courses normally taught as a group or sequence by the same instructor (e.g., some CAS courses) are considered a single preparation.
      - Non-modular courses having fewer than 3 LHEs are counted as fractional preparations.
      - Practicum courses (courses that require the instructor to visit students at work/clinical/practicum sites) that involve regularly scheduled lecture/discussion sessions will be assigned fractional preparations for the lecture/discussion sessions. However, those without such sessions will not be considered to be additional preparations.

- In instances where you can demonstrate to your Dean that the course materials used for a distance learning, media based or Internet/Web course require substantially different preparation than traditional sections, this will be recognized as a separate course preparation.
    - When a faculty member is assigned 4 or more different preparations for courses with different LHE values, the faculty member will be awarded additional LHEs: Courses worth 3 or more LHEs-.75 for each course with a separate preparation; Courses worth fewer than 3 LHEs-.25 for each separate preparation.
    - No preparation premium is paid for overload classes.
    - In no case will any faculty member receive more than 3 LHEs per semester for extra preparations.
  - 2. Under extreme circumstances, you may be required to teach a schedule that differs from the schedule approved by the Dean for that semester. If this occurs in the week before classes begin, you will be awarded 3 LHEs if this is a fourth preparation, 2 LHEs if this is a new preparation and 1 LHE if this does not result in a new preparation. This does not apply if your courses were dropped due to low enrollment.
  - 3. All teaching assignments considered to be part of a faculty member's regular load should fall within an 8-hour period. When, in extraordinary circumstances, a faculty member is required to teach a schedule that does not allow a 12-hour break between the end of the last class on one day and the beginning of the first class on the next, the evening course will be assigned an additional .125 LHEs for each LHE with which the course is normally credited if the situation occurs once a week, and .25 LHEs for each LHE with which it is normally credited if it occurs more than once a week.
  - 4. Faculty members assigned to weekend classes should have schedules in which the work week will not exceed 5 days and, if possible, such schedules will provide for 2 consecutive days off. In those instances where it is not possible to avoid a work week of more than 5 days, the dean will make every effort to group the faculty member's classes relatively close together so as to avoid lengthening the workday as well as the work week, and the faculty member's weekend class with the highest number of LHEs will be credited with an additional .25 LHEs for each LHE with which it is normally credited.
  - 5. The Dean will make every effort to avoid assigning classes on more than one campus on the same day. When such an assignment is made, you are eligible for mileage reimbursement.
    - Full-time faculty have preference of classes to teach. If a class that you have been assigned doesn't "go," you will be assigned a class of an adjunct that you are qualified to teach.
    - As part of load or overload (see below), you may (with your Dean's permission and the permission of the chairs of the affected departments) teach courses outside of the discipline for which you were hired.
- Student Development Assignments –
  - Normal academic year load is 12 LHEs (normally 6 per semester) of instructional load and 18 LHEs (normally 9 per semester) of Student Development responsibilities
  - Actual clock hours assigned to an individual Student Development faculty member will average 35 hours per week.
- Library and Television Services Faculty –
  - Actual clock hours assigned will average 35 hours per week.

Overload -- Any LHE(s) beyond the 30 LHEs during the regular academic year.

- You cannot be required to accept an overload assignment.
- No more than 9 instructional LHEs per term.
- For faculty having both instructional and institutional overload assignments (other than department/program chairs and coordinators), overload cannot exceed 20 LHEs for the academic year, including summer.
- Additional office hours required--1 per week for each course.

Load carryover

- If a released time assignment extends across academic years, released time earned in one year can be carried forward during the life of the assignment.
- Up to 2 excess LHEs from the regular load (not counted as overload) may be carried over from the spring semester and credited during the summer term for faculty who have regular alternate time responsibilities during the summer term in which the carryover is to be credited.

Summer teaching load

- The regular summer term is 7 weeks. Departments can request 8 week classes.
- Six LHEs is a full load in summer.
- You are not entitled to teach during the summer. Assignments (for faculty who desire them) are made by seniority.

Reduced load (see Contract)

Deferred time

- If you are assigned to work on a day when you are not normally scheduled, you will be compensated with a day of deferred time as agreed upon between you and your Dean.
- You can neither demand a deferred-time assignment nor be required to work a deferred-time assignment.

Alternate Time – Granted for the purpose of performing duties beyond your instructional and institutional responsibilities – See Contract for more information.

Assignment to Ray-Hartstein Campus -- See Contract for more details.

LHE Definitions, Formulas and Calculations

- LHEs have been assigned to classes you will be teaching. The rules for these assignments are explained in the Workload Policy appended to the Contract.
- Lecture courses -- 1 LHE for each hour scheduled
- Composition courses -- 1.25 LHEs for each hour scheduled. These courses include writing courses as well as other courses that meet the criteria specified.
- Standard lab -- 1 LHE for each hour scheduled.
- Open lab -- .7 LHE for each hour scheduled.
- Distance learning courses – information about media-based courses, interactive video courses, and internet/web-based courses is in the Contract.
- Underenrolled classes are classes that have not been cancelled but do not have enough students to “make them go.”
  - Ordinarily, you should not be assigned an underenrolled class paid on a pro-rata basis without your consent.
  - Formulas:

<b>UNDERENROLLED CLASSES (on site and Internet/Web based):</b>	
Pro-rata LHE =	$\frac{\# \text{ students x LHEs ordinarily assigned}}{10}$
<b>UNDERENROLLED CLASSES (media based):</b>	
Pro-rata LHE =	$\frac{\# \text{ students x LHEs ordinarily assigned}}{15}$

- Overenrolled media-based courses.

- The standard allocation (class size) for a media-based course is ten students above the allocation for on-campus sections of the course. If the media-based course enrollment exceeds this number the faculty member will be paid the normal LHE value plus an additional pro-rata LHE based on the following formula for up to 15 additional students.

Pro-rata LHE =	$\frac{\# \text{ students in excess of standard allocation x LHEs for the course}}{15}$
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- If the media-based course enrollment exceeds the normal media-based course enrollment plus 15, the faculty member will receive twice the LHEs normally assigned to the course.

- Independent study

- Involves supervising and instructing students in an existing course on an individual basis, or presenting a special topics course not otherwise offered by the College in a classroom format.
- All independent study arrangements require the division dean's approval
- Formula for LHEs

Pro-rata LHE =	$\frac{\# \text{ students x credit hours}}{10}$
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- Applied courses

- Applied music (private lessons). The maximum number of students per faculty member (all sections combined) is 12.

Pro-rata LHE	=	# students in 2 credit courses x 0.8
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- Fitness center course. The maximum number of students per section per faculty member is 60.

Pro-rata LHE	=	# sections of 1 credit, 2 hour lab x 1.4
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- Practicums. Students are involved in practical work experiences which the instructor supervises in conjunction with personnel in the working location. May or may not include lecture time.

<b>PRACTICUM: (for Health Related and Child Care technologies)</b>		
Pro-rata LHE	=	# hours scheduled for lecture* + # students x 0.33 *If 7 or more students are enrolled
<b>PRACTICUM: (for other technologies)</b>		
Pro-rata LHE	=	# hours scheduled for lecture + # students x 0.17

- Clinical Experience. A practicum requiring extensive preparation time, contact hours, and/or visits to several sites away from campus several times a week.

Pro-rata LHE	=	# students X 0.66
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- Multiple course/instructor packages (e.g., team teaching and tandems)
  - The formula for team teaching is in the Contract.
  - The formula and rules/regulations for other multiple course/instructor packages are in the Contract.
- Coaching formulas are in the contract.
- Other faculty assignments related to and supportive of instruction, curriculum, and learning carry varying LHE value depending on the time they require. These assignments are arranged with your Dean.

Credit/non-credit continuing education and training courses assigned as part of load – see Contract for more information.

Department/program chairs and coordinators – See Contract for more details.

Seniority and reduction in force – See Contract for more details.

## Intellectual Property

- See the Contract for more details.
- It is strongly recommended that you talk to an association officer before entering into an intellectual property agreement with the college.

## Pay and Non-Insurance Benefits

### Salary

- You were placed in a lane and step on the salary schedule based on your education, certifications (licensure) and previous years of experience. The compensation for lanes and steps are shown in the Contract. Within two months of your office beginning date at the college, you can have your initial lane or step reconsidered. Talk to your Dean and an Association officer to make sure you were placed correctly.
- Lane Movement criteria are explained in the Contract. Read this section of the contract carefully. Pay particular attention to the F-Lane explanations. Some activities, that “count” for Lane Movement in Lanes A-E, do not “count” for Lane F.

Substitute pay -- If you substitute for another faculty member, you will be compensated at \$30.00 per contact hour (50-minute period). You must maintain all of your regularly scheduled office hours and other institutional obligations. Long-term substitutions are compensated on a pro-rata basis.

Summer pay -- If you have a full-time teaching contract during the spring and are employed under a full-time teaching contract during the following fall, you can earn 2.667% of the previous year’s contracted salary for each LHE up to 6. LHEs over 6 are paid at the overload rate.

Overload Pay – be careful of the limit!

- \$680 per LHE for all LHEs over thirty in the 2005-06 academic year
- \$685 per LHE for all LHEs over thirty beginning with the 2006-07 academic year

Professional Monies for books, periodicals, professional members or other necessary instructional materials.

- Make requests in writing to your Dean.
- You have at least \$250 per academic year.

#### Tuition and fee waiver

- You, your spouse, domestic partner and children may enroll in OCC credit courses at no cost for tuition.
- The college will waive up to \$100 in fees per academic year for yourself, your spouse, domestic partner, and dependent children. No faculty member will have more than \$100 waived for him/herself and his/her family.
- The College also has a tuition reimbursement program that is not covered in the contract. Contact your Dean or HR for more information.

Time for maintaining currency -- In order to maintain currency and/or update certifications, you may apply to your Dean for up to 3 LHE's of released time from your teaching (alternate time) during one semester (including summer) every other year in order to enroll in graduate level courses in your field or special certification training.

## **Health Insurance Benefits**

You are entitled to health insurance for yourself, your domestic partner and your dependents as well as dental and vision insurance. You can choose from HMO and PPO coverage. Contact Human Resources or an Association officer, who may refer you to a faculty member of the Insurance Committee for more information regarding benefits and costs.

## **Life Insurance**

You get two times (to the nearest thousand) your base salary in term life insurance paid for by the college.

## **Disability Benefits**

Disability coverage is provided through SURS (State University Retirement System). HR can provide more information to you.

## **Retirement Benefits**

See contract.