

ARTICLE X. UNDERSTANDING CCC INSTRUCTIONAL POLICIES

Section 10.01 Academic Assessment

Policy history: Academic Assessment (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-01-history>).

At the City Colleges of Chicago, assessment is considered a systematic and ongoing process that collects aggregate data about what students know and can do based on measurable student learning outcomes for:

- General Education: Communications, Mathematics, Physical/Life Sciences, Humanities/Fine Arts, Social/Behavioral Sciences, and Human Diversity;
- College to Careers (C2C) programs;
- Core courses for academic programs;
- Early College;
- Adult Education.

Our assessment processes are driven by the imperative to consistently improve student learning for all of our students. Data, analysis, and discourse resulting from the assessment process serve to inform improvements in pedagogy, course content, curricula, learning resources, and student services. The faculty must own and drive the assessment process with administrative support. Faculty and administration will use assessment findings and recommendations to improve student performance, student development, and student achievement.

Section 10.02 Criteria for Approval of Faculty Programs

Policy history: Criteria for Approval of Faculty Programs (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-02-history>).

The preparation of teacher programs shall be the responsibility of the Department Chairperson in consultation with the faculty member and subject to the limits established by the seniority provisions listed in the collective bargaining agreement.

1. Scheduling must meet the needs of students.
2. All full-time faculty members and librarians shall refer to their CBA for required work day teaching expectations and meal breaks.
3. No additional hours are to be allowed for combined classes.
4. Non-teaching activities for load assignments shall be on the basis of two (2) contact hours for each hour of load credit.
5. No faculty member may voluntarily select a program which contains more than two (2) consecutive classes. Article VIII.D.3 of the collective bargaining agreement states that every effort shall be made to avoid such scheduling. The only exception shall be when such programming is needed
 - a. to complete the program of a faculty member, or
 - b. where student needs, as determined by the Administration, make such scheduling necessary.
6. Conference and advisement hours are a minimum of thirty (30) minutes in length and shall be scheduled to be in proximity to the classes in a faculty member's program. No conference and advisement hours may begin or end within ten (10) minutes of the faculty member's class time. Wherever possible, they should not

be placed at the beginning or end of the duty day. They shall not be scheduled to constitute the fifth day of assignments unless it can be established to the satisfaction of the Administration that they are at a time which is of real convenience to that faculty member's students.

7. Teacher program forms should accurately reflect all activities.
8. Each full-time faculty member shall be available for thirty (30) hours per week for teaching, advisement and conference hours, and other professional assignments. Of these 30 hours, faculty must select seven (7) hours per week for advisement and student conferences (per Article VIII.D.2 of the collective bargaining agreement).
9. An instructor teaching an online or a hybrid course may use virtual hours proportional to the number of online or hybrid courses she/he is teaching during the academic semester to meet their contractual office hours for that course. The instructor must document virtual hours appropriately by using a medium (e.g., real-time chat or teleconferencing) that will record their virtual hour sessions. All faculty irrespective of the medium (face-to-face, online, or blended/hybrid) are expected to schedule and keep seven office/advising hours as stated in number 8 above.
10. Overtime beyond the 6 hours permitted by Article VI.A.4 of the collective bargaining agreement may not be assigned until authorization is given by the Vice President of Academic Affairs at the college and approved by the District Office.
11. All full-time faculty members are required to participate in the annual graduation ceremony.

Section 10.03 Cooperative Education Guidelines

Policy history: Cooperative Education Guidelines (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-03-history>).

Students who have completed 12 hours of credit in their major field of study and who are following the prescribed program sequence in the catalog may enroll in Cooperative Education programs.

The following schedule reflects a clarification of faculty load for the cooperative education program:

- Seminars = 1:1, maximum of contact hours for load
- Visitations in Field = 2:1, minimum of 4 hours for a maximum of 2 contact hours for load

Example:

- 2 seminars + 2 visitations per week = 3 contact hours for load
- 2 seminars + 4 visitations per week = 4 hours for load

Faculty may not exceed six (6) contact hours of load for coordinating Cooperative Education programs.

Section 10.04 Copyright

Policy history: Copyright (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-04-history>).

The Board of Trustees recognizes that the value of all copyrighted prints and technological works as intellectual and academic property must be properly attributed to the author of the work whenever used fairly by the

City Colleges of Chicago in academic programs. The Board of Trustees does not condone copyright violations which would harm an author's or representative's right to royalties or licensing fees in unfair use. The Board of Trustees will take appropriate disciplinary action against unfair uses which would subject the Board to liability for copyright infringement whenever these abuses become known, or when copyrighted work which is the property of the Board is improperly appropriated or used for the profit of others without the Board's knowledge or prior written consent.

Section 10.05 Substitutes for Librarians

Policy history: Substitutes for Librarians (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-05-history>).

Because the purpose of providing substitutes for academic instruction is to minimize the loss of instructional time for students, such a need does not exist for the non-instructional professional activities of librarians. Therefore, substitution shall not be authorized for librarians absent from their librarian duties because of illness or personal business.

In the case of librarians who are performing classroom instruction, a substitute shall be authorized in the event of absence for reasons of illness or personal business as of the second day of the second hour of a three (3) or more contact hour class of each absence. Such substitution must be provided by a qualified faculty member and, for there to be substitute compensation, the substitution must be performed outside of the regularly scheduled six-hour day. Compensation shall be at the prevailing substitute rate shown in section VI.A.3 of the Board-Union Agreement (Local 1600).

Section 10.06 Arrangements for Substitute Teaching

Policy history: Arrangements for Substitute Teaching (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-06-history>).

A faculty member may not, on his/her own initiative, make arrangements for class coverage when said faculty member is on an approved leave or is otherwise absent. Arrangements for such substituting shall be made by the Department Chair, within in the provisions of the Board-Union Agreement (Local 1600), with the approval of the Academic Dean and/or Academic Vice President.

It shall be the primary responsibility of the Department Chair to insure that all instances of absence and substitute coverage, including unauthorized coverage, are reported to the Academic Dean and/or Academic Vice President.

Faculty members will not be compensated for substituting unless the coverage was arranged by the Department Chair with the approval of the Academic Dean and/or Academic Vice President.

Section 10.07 Assignment of Faculty from Other City Colleges

Policy history: Assignment of Faculty from Other City Colleges (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-07-history>).

The Academic Vice President of a faculty member's home college and the Academic Vice President of the receiving college must review all assignments (for load, overtime, or special assignments) before they

are finalized. This is essential so that the effect of these assignments is reflected in the teacher loads at the home college.

This notification is vital in order to keep the Academic Vice President informed as to which faculty members at their college are being proposed for overtime to prevent any "double" overtime assignments. Any assignments, including Continuing Education - Professional & Personal Development and online learning, that apply to faculty members from other colleges must follow the above procedures.

Section 10.08 Full-Time Faculty Assignments at Other City Colleges

Policy history: Full-Time Faculty Teaching from Other City Colleges (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-08-history>).

Pursuant provisions of the collective bargaining agreement, Article VIII.F.3 and 4 of the Board Union Agreement (Local 1600), the priority for the assignment of regular programs or extra work is:

1. Faculty within the department
2. Faculty from other Colleges
3. Lecturers (according to the union board agreement)
4. Administrators
5. Emeritus retired faculty

Section 10.09 Overtime/Extra Work

Policy history: Overtime/Extra Work (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-09-history>).

Procedures: Overtime/Extra Work – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-09-procedure>).

Pursuant to the collective bargaining agreement, Article VI.A.4 Faculty members shall be permitted to teach up to six contact hours of overtime each semester.

Section 10.10 Summer Term Assignments

Policy history: Summer Term Assignments (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-10-history>).

Pursuant to the Local 1600 collective bargaining agreement, Article VI.A.4, full-time faculty members shall be permitted to teach up to eight (8) contact hours during the Summer term. In no instance shall the total load for a faculty member be in excess of eight (8) contact hours.

- The rate of pay for Summer term assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.
- Faculty can be assigned up to thirty (30) hours of professional duties when granted a full-time summer assignment. Such hours are to be prorated where faculty members are assigned less than a full-time summer assignment.

Bumping will be permitted until the first day of class, if course cancellations have occurred. A faculty member with a greater number of rotation points shall not be permitted to eliminate the teaching program of a less senior faculty member on the basis of seniority. All claims based on seniority are subject to review of qualifications, which shall be controlling.

Section 10.11 Overtime Assignments for Faculty at Other City Colleges

Policy history: Overtime Assignments for Faculty at Other City Colleges (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-11-history>).

Note: this policy was consolidated into Section 10.07 Assignment of Faculty from Other City Colleges (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/>), and then deleted effective November 2016.

Section 10.12 Payment for Classes with Excess Enrollment

Policy history: Payment for Classes with Excess Enrollment (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-12-history>).

Procedures: Payment for Classes with Excess Enrollment – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/>).

Class size maximums shall follow the guidelines set forth in Article VIII.A of the collective bargaining agreement. Based on the determining factors listed in the CBA, faculty members will be eligible for payment for classes with excess enrollment.

Section 10.13 Extra Work Compensation

Policy history: Extra Work Compensation (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-13-history>).

Extra work time and compensation shall be in accordance with the collective bargaining agreements and Memorandum of Understanding for Bargained for Employees at City Colleges of Chicago: <http://www.ccc.edu/menu/Pages/Union-Contracts.aspx>.

1. **Semester Teaching Load: Full-Time Faculty**

See the Memorandum of Understanding Regarding Class Load for English Faculty Who Teach Composition and Reading, Between City Colleges of Chicago and Local 1600, effective July 1, 2016 (http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Union%20Contracts/Local%201600%20MOU%20Faculty%20English%20Class%20Load_072716.pdf).

2. **Faculty Assigned to Teach Clinical Hours**

Effective Fall 2005, faculty members assigned to teach clinical hours in nursing shall receive one contact hour for each hour of clinical work.

3. **Semester Teaching Load: Part-Time Faculty**

See the Memorandum of Understanding Regarding Workloads, between City Colleges of Chicago and CCCLOC, effective January 5, 2009 (<http://www.ccc.edu/departments/Documents/Human%20Resources%20Documents/Union%20Contracts/MemorandumUnderstanding2009%5b1%5d.pdf>).

4. **Semester Teaching Load for Part-time faculty and Adult Educators teaching Foundational Studies**

Probationary and non-probationary part-time faculty teaching foundational studies may be assigned to teach up to four (4) courses or twelve (12) contact hours, whichever is less, per regular academic term which is consistent with the Memorandum of Understanding, dated January 2009.

The maximum combined contact hours for Adult Educators to teach adult education courses and foundational studies reading, writing, and math must not exceed the total contact hours per week allowed by AFSCME contract.

5. **Overtime and Summer Session Pay**

Pursuant to Article VI.A.4 of the collective bargaining agreement, the rate of pay for overtime assignments for a faculty member shall be 30% of a pro-rata portion of his/her base rate of pay. However, the minimum rate of pay for overtime assignments shall be \$625 per contact hour.

The rate of pay for summer school assignment for a faculty member shall be 75% of a pro-rata portion of his/her base rate of pay.

Section 10.14 Funded Project Salaries and CCC Faculty

Policy history: Funded Project Salaries and CCC Faculty (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-14-history>).

1. A project activity may become part of a faculty member's regular program. In this case, salary payment must be (by the faculty member's employment contract) at the regular rate of pay. If the project budget does not allow for this rate, i.e., contains insufficient dollars for the purpose, such an assignment cannot and should not be made.
2. A faculty member may be assigned to a project activity in addition to his/her regular full-time program provided:
 - a. The assignment is not in excess of 25% working load equivalent and is performed in addition to his/her regular duties.
 - b. The project budgeted dollars or line item is adhered to. When such assignments are made, it must be clear that the rate of pay is governed by the grant budget and City Colleges of Chicago salary guidelines, and not by the Board-Union Agreement.
 - c. The grant budget cannot, by law, be exceeded, except where warranted by the grantor agency. Monies from grant budgets cannot be used for any purpose other than that specified by the grant as a whole. In other words, grant account monies may not be transferred to an unrestricted account, nor can unrestricted account monies be transferred to a grant account.
 - d. No faculty member should be given an assignment at a salary rate which differs from his/her regular salary rate without a written justification by the college administration.

Section 10.15 Physical Education Instruction

Renamed: formerly Health and Fitness Science Instruction.

Policy history: Physical Education Instruction (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-15-history>).

CCC may adopt the job titled Physical Education Instructor at various colleges. The job description is for a faculty position in Local 1600.

- Faculty members teaching Physical Education shall have a regular teaching load of 24 contact hours per semester.
- Extracurricular sports and physical education instruction are and shall remain separate functions of CCC. The parties expressly acknowledge that coaching opportunities shall be allocated by

the Presidents of the Colleges in accordance with the needs of the extracurricular programs. No faculty member shall have rights to or priority in selection for coaching assignments.

New faculty teaching Physical Education must adhere to the Memorandum of Understanding (Cook County College Teachers Union, Local 1600 AFT, AFL-CIO) Regarding Health and Physical Fitness Instructors and Coaches signed spring 2009.

Section 10.16 Guidelines for Special Non-Teaching Assignment for Faculty

Policy history: Guidelines for Special Non-Teaching Assignment for Faculty (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-16-history>).

1. Definition

- a. For purposes of these guidelines, special assignments are referred to as non-teaching assignments for faculty members and defined as special purpose, professional activities of college-wide or district-wide significance that are dependent upon faculty leadership and coordination for achieving desired outcomes and are beyond the normal duties and obligations of a full-time faculty member.
- b. Full-time faculty members have professional duties and obligations for up to 30 hours per week as part of their regular program. (See Article VIII.F.4.c of the collective bargaining agreement "Criteria for Approval of Faculty Programs,")
- c. The following assignments are not covered by these guidelines:
 - i. Course instruction, including Adult Education, Continuing Education - Professional & Personal Development, special interest, and professional development;
 - ii. Course coordination and supporting curricular work for online learning courses; and
 - iii. Clinical coordination for allied health programs, requiring separate accreditation or regulatory standards.

2. Approval of Assignments

- a. Non-teaching assignments must be approved by the President, for hours within the college's allotment. Additional hours may be approved by the Chancellor. Requests must be submitted through the Special Assignment process.
- b. Work may not be initiated on a non-teaching assignment until formal approval has been given.
- c. Non-teaching assignments of the following types are among those that may be approved:
 - i. **Academic:** Work of an academic nature that is outcome or product-oriented, best performed by a faculty member, and beyond normal academic, professional, and department activities.
 - ii. **Administrative Support:** Administrative work related to academic management, governance, academic support, or similar college function that requires a work product.
 - iii. **Project:** Implementation of a pilot program, research project, or grant activity beyond normal required faculty duties.
 - iv. **Publication:** Writing, editing, or production coordination of a major publication or report.

3. General Policies

- a. A President may authorize non-teaching assignments of release time at his/her discretion. No additional approvals are required.

At colleges preparing a self-study for HLC/NCA accreditation, the President may assign additional contact hours per semester for a faculty coordinator.

- b. A Vice Chancellor may request approval from the Chancellor for the services of a faculty member on a non-teaching assignment for released time. The request is subject to the approval of the President of the college to which the faculty member is assigned.
 - c. Specific qualifications for faculty selection will be determined by the President or Vice Chancellor who initiates the assignment.
 - d. Any assignment of a faculty member to non-teaching duties for more than six (6) contact hours of released time during a semester is reserved for the Chancellor.
4. **Released Time for Load/Compensation by Stipend**
- a. Released time will be for load. Combinations of stipend and released time for one assignment are not allowed.
 - b. Stipends must be approved in advance. Payment will be based upon the number of working hours projected for the assignment. The cost center shall be included for all requests.
5. **Reporting, Processing and Evaluation**
- a. All non-teaching assignments beyond the college allotment must be submitted to the Chancellor for approval preferably at least 30 days prior to the beginning date of the semester. If approved, copies will be forwarded to the Chief Talent Officer for processing.
 - b. An evaluation report may be requested by the college or Vice Chancellor who initiates the assignment at the end of each term or academic year for each non-teaching assignment. This report may be written by the faculty member performing the non-teaching assignment, then reviewed by the President or Vice Chancellor, and, finally, submitted to the Provost & Chief Academic Officer.

Note: Administrators/non-bargained for personnel shall not be awarded compensation to work on special assignments. Non-academic personnel may be awarded compensation to work on special assignments subject to applicable collective bargaining agreements.

Section 10.17 Outside Employment

Policy history: Outside Employment (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-17-history>).

Procedures: Outside Employment – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-17-procedure>)

In accordance with Board policy, all Full-Time Administrators, Full-Time Faculty and Full-Time Training Specialists are required, when requested, to report all outside employment by completing an Outside Employment form. (See Employee Manual (<http://www.ccc.edu/menu/Pages/Policies.aspx>), Section III, page 60.)

The Office of Human Resources will furnish the actual date when certification forms are due.

The holding of the equivalent of two or more full-time positions is prohibited by District policy.

Section 10.18 Faculty Pre-Registration Assignments

Policy history: Faculty Pre-Registration Assignments (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-18-history>).

Faculty members who agree to perform registration duties outside of the week before class at the request of the administration, over and above regularly scheduled advising and conference hours, can be given credit for time logged. Such hours are to be credited toward the six-hour day required during the regular registration period.

Credit awarded for pre-registration assignments will be an hour-for-hour exchange.

Section 10.19 Faculty Teaching Continuing Education - Professional & Personal Development

Renamed: formerly Faculty Teaching Professional & Personal Development (Continuing Education)

Policy history: Faculty Teaching Continuing Education - Professional & Personal Development (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-19-history>).

College credit faculty members may teach Continuing Education - Professional & Personal Development courses provided their load in combination with these classes does not exceed the limit set by the collective bargaining agreement. Payment for PPD courses is based on the PPD scale.

The lectureship must be approved by the Academic Vice President and the PPD Dean.

Section 10.20 Full-time Faculty Teaching Online Learning

Procedures: Full-Time Faculty Teaching Online Learning (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-20-procedures>) - Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-20-procedure>)

Policy history: Full-time Faculty Teaching Online Learning and College Success Courses (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-20-history>).

Requirements for Teaching Online

- Faculty teaching asynchronous online and hybrid courses for the City Colleges of Chicago must be credentialed to teach these modalities according to the requirements set forth by the Department of Academic Affairs to ensure quality teaching of such courses.
 - Faculty assigned to asynchronous online and hybrid courses should attend the online faculty orientation before each semester starts
 - New online faculty should attend new online faculty orientation at the beginning of their first semester teaching asynchronous online and hybrid courses. Thereafter, the faculty should attend the returning online faculty orientation.
- All asynchronous online classes will have a blueprint course shell automatically loaded into the LMS.
 - Faculty who are eligible for the blueprint opt-out process may request that the blueprint shell not be loaded into their LMS course shell. To qualify for the opt-out, faculty must meet the following criteria:
 - Have previously taught the course.
 - Be credentialed to teach online.
 - Submit a verification form confirming agreement to align with the blueprint course shell standards outlined in Section 10.31c (p. 10).
 - All course shells and content must meet the WCAG standards for ADA compliance.

Note:

- Notwithstanding the provisions of academic freedom in the collective bargaining agreement, instructors teaching online learning courses acknowledge that the textbook, online course shell (available via the learning management system) and teaching materials are highly integrated and fundamental to the pedagogical rigor and success of the course. For more information, go to procedures.

Section 10.21 Guidelines for Non-Instructional Employees to Teach

Policy history: G (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-21-history>) guidelines for Non-Instructional Employees to Teach (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-21-history>).

1. Purpose

To establish eligible employees and guidelines to manage the assignment of non-instructional employees to teach part-time.

2. Eligible Employees

Full time, salaried, non-bargained for employees that are classified as Exempt in accordance with the Fair Labor Standards Act, may teach **only** one class or three (3) credit hours of College Success per term, whichever is greater.

3. Guidelines

Following are the teaching guidelines for full time, salaried, non-bargained for, exempt employees ("non-instructional").

- a. A non-instructional, exempt employee who wishes to teach **must** meet the appropriate qualifications to teach.
- b. A non-instructional exempt employee may be assigned to teach **after** the assignment of courses to Full-Time Faculty within the department, Full-Time Faculty from other Colleges, and lecturers (according to the union board agreement).
- c. A non-instructional, exempt employee who wishes to teach during regular work hours must first obtain pre approval from his/her immediate supervisor for an appropriate adjusted work schedule.
- d. The teaching request and the adjusted work schedule must be reviewed, approved and signed by the College Vice President.
- e. A non-instructional, exempt employee approved and assigned to teach credit courses may teach no more than one (1) class or three (3) credit hours of College Success per term, whichever is greater. If approved to teach non-credit courses, the employee may teach no more than 6 to 8 hours per term.
- f. A non-instructional, exempt employee assigned to teach must complete the necessary preparation time outside of the

employee's regular or adjusted work schedule hours. Preparation must not be completed during scheduled work hours.

- g. A full-time, non-instructional, exempt employee teaching classes after hours, on the weekends or online is subject to the same rules as any part-time instructor. Preparation is not to be completed during scheduled work hours.

4. **Calculation of Pay**

A non-instructional, exempt employee assigned to teach shall be paid at the established rate approved by the Board of Trustees for non-union, adjunct faculty.

5. **Exceptions**

Any exceptions to this policy must be submitted by the college VP or their designee to the Provost & Chief Academic Officer and Chief Talent Officer for approval prior to assigning the non-instructional employee to teach any course.

Section 10.22 Criteria for Lane Advancement

Policy history: Criteria for Lane Advancement (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-22-history>).

Note: This policy has been removed. All criteria for lane advancements can be found in the CBA.

Section 10.23 Contract Renewal and the Issuance of Tenure

Policy history: Contract Renewal and the Issuance of Tenure (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-23-history>).

Faculty members hired for full-time employment after the Spring 2013 term must comply with the following policy:

1. **External Jurisdictions**

Tenure at CCC must comply with both Illinois state law and the Agreement between the CCC Board of Trustees and the Cook County College Teachers Union, Local 1600 (hereafter "the contract").

2. **Faculty Progress in the Talents of Teaching**

Tenure-track faculty members will progress in demonstrating competence in the Talents of Teaching as follows:

- a. In the first term, faculty members will submit a portfolio to identify their strengths and areas for growth based on the Talents of Teaching.
- b. In the second term, faculty members will design an Individual Learning and Service Plan to address areas for growth and to offer service to the institution.
- c. In the third term, faculty members will submit a portfolio, which includes documentation of progress towards completion of their Individual Learning and Service Plan.
- d. Faculty members will complete their Individual Learning and Service Plan in either the fourth or fifth term.
- e. In the fifth term, faculty members must submit a portfolio containing an evidence-based argument for tenure demonstrating competence in each of the Talents of Teaching.

3. **Tenure Assistance Program**

Tenure-track faculty members will participate in and complete the Tenure Assistance Program (hereafter "TAP"). This program includes an orientation during the faculty member's first term of full-time

teaching, a seminar during the second term, and participation in a mentor program. Faculty members hired for full-time employment for the Spring 2013 term or earlier may not participate in the TAP. The initial orientation of faculty members will be a formalized in service program.

Faculty	Completed	Credit Earned
Tenure Track Faculty	Tenure Orientation Completed	Credit earned = two (2) graduate credit hours toward Lane Advancement
Tenure Track Faculty	Second Term Seminar Completed	Credit earned = four (4) graduate credit hours toward Lane Advancement

4. **Required Evidence for Evaluation**

Evidence of a tenure-track faculty member's teaching quality and progress towards achieving tenure will be evaluated using the following sources of evidence:

- a. Formal classroom observations
- b. Student course evaluations
- c. Retention and course success data
- d. Second Term Review Report
- e. Self-evaluative and reflective documents in each portfolio
- f. Teaching and service philosophy.
- g. Individualized Learning and Service Plan,
- h. Final argument for tenure with evidence that demonstrates competence in each of the Talents of Teaching.
- i. Performance in Tenure Orientation Seminar and Second Semester Seminar

5. **Evaluation Procedures**

A faculty member's department will recommend to the college president for or against contract renewal (first and third terms) and on the issuance of a tenure contract (fifth term). The college president will submit for board approval either a contract renewal or tenure contract recommendation as appropriate.

a. Evaluation by the Department

As specified by the contract, the criteria for, and the procedures by which, recommendations on renewal of employment contracts are to be made must be published for the members of the department and the college president. Similarly, the criteria and procedures for the recommendation of tenure contracts shall also be published for the department members and the president.

Before voting, the members of the department will review the completed portfolio.

As provided for in the contract, the department chair will write a letter to the college president, which includes the result of the departmental vote as well as an evaluation of the faculty member.

b. Evaluation by the College Administration and President

- i. Use the Talents of Teaching to evaluate tenure track faculty members.
- ii. Complete a portfolio rubric and recommendation with rationale based upon a review of the portfolio and department chair letter.

- iii. Submit the portfolio rubric and recommendation with rationale for board approval. Provide copy for tenure track member.
 - iv. Meet submission deadlines for February or October Board agenda for approval consideration.
 - c. Action by the Board
Tenure-track faculty members may be considered for continued employment. The CCC Board of Directors resolves to issue or not issue a contract renewal or tenure contract. The faculty member is informed of the Board decision by the College President. All Board decisions are documented in the minutes which are posted on the CCC website.
- 6. Ongoing Process Review**
- a. TAP leaders, Deans, and District administration will meet regularly to review the tenure process and its implementation.
 - b. In instances where there is a conflict between the timing of college wide events and district-wide tap events all efforts should be made by college administrators to support the TTFM's attendance of the district-wide tenure assistance program event.
 - c. Annual College Administration Tenure Process Report.
 - i. Each college will conduct a self-study of their tenure process and activities for the preceding year that examines:
 - 1. The College TAP and Mentor Program
 - 2. TAP Leader performance
 - ii. Submit an annual Tenure Process Report Part 1 that:
 - 1. Describes the process used to conduct the self-study.
 - 2. Summarizes the results of the self-study.
 - d. District Review – District Tenure Process Report
District administration will review each College's Annual College Administration Tenure Process Report and conduct a review of portfolios submitted by tenure-track faculty members following Board approval of renewal/tenure decisions for the purpose of:
 - i. Establishing whether the college is adhering to the district process.
 - ii. Affirming effective use of rubrics and application of standards to support tenure decisions.
 - iii. Reporting college adherence to established Tenure Process to the Provost & Chief Academic Officer.
 - iv. Meeting with each college to review strengths and areas for growth.
 - v. Working with each college to author an action plan and timeline for addressing and correcting any noted compliance concerns.
 - e. Review of the Talents of Teaching, the Tenure Assistance Program, tenure rubrics or other changes to the CCC policy will be a collaborative process between District administration and the district wide faculty council.

of the Faculty Council of the City Colleges of Chicago and the Administration have agreed on the specific minimum criteria for each rank as described below.

- Performance in Teaching
- Creative Teaching Methods
- Professional Growth
- College Service
- Creative Productivity
- Community Service
- Professional Associations

The Department Committee, Department Chairperson, Local College Rank Committee, and College President will review each set of criteria and determine if the faculty member is Satisfactory or Needs Improvement. Emphasis on effective teaching is a distinguishing and important characteristic of the City Colleges of Chicago. Each candidate for promotion shall be evaluated separately and confidentially by:

- The Rank Committee of the candidate's faculty unit (faculty unit is described as the candidate's department or discipline)
- Department Chair or Director
- Dean or Vice President for Academic Affairs, or equivalent administrator as the college President may direct.

Tenure shall be a requirement for promotion in rank after initial placement.

It is expected, as always, that a high rank demands a more distinguished performance than a lower rank. It shall be understood that strict adherence in the application of the criteria is desirable and that only the best qualified candidates may achieve promotion.

1. Experience and Length of Service

The following experience and length of services requirements for each rank are minimums for qualification to be considered for promotion.

Assistant Professor	Associate Professor	Professor
Three years of college teaching experience.	Six years of college teaching experience and three years in rank of Assistant Professor in the City Colleges of Chicago.	Ten years of college teaching experience and four years in the rank of Associate Professor in the City Colleges of Chicago.

2. Educational Requirements

The following educational preparation requirements for each rank are minimums for qualification to be considered for promotion. Less than the stipulated requirements in this area shall be acceptable if there is evidence of substantial or distinguished performance in any one or more of the other areas of this category.

Section 10.24 Criteria for Promotion in Rank

Policy history: Criteria for Promotion in Rank (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-24-history>).

Procedures: Criteria for Promotion in Rank – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-24-procedure>).

Full-time faculty members are eligible for a Promotion in Rank after meeting the minimum criteria set for each rank. The Rank Committee

Assistant Professor	Associate Professor	Professor
15 semester hours ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC OR an earned terminal degree in the discipline.	30 semester hours ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC OR an earned terminal degree in the discipline.	60 semester hours ¹ of graduate credit ² more than the minimum requirements for certification for employment in CCC or an earned Doctorate degree OR an earned terminal degree in the discipline.

¹ The Rank Promotions Committee may also take into consideration under this category advanced study with recognized teachers (as in the Fine Arts), participation in workshops, institutes and seminars, practical experience in related non-academic fields (including travel), and applied experience in the field of specialization.

² Graduate credit must be extended by an approved accredited institution of Higher Education (<https://catalog.ccc.edu/academic-student-policy/student-focused/getting-admitted/#text>) and appear on an official college transcript.

Credit hour totals indicated above shall be cumulative for each rank. The candidate for Professor needs only the total of 60 semester hours of graduate credit more than the minimum requirements for certification for employment in the City Colleges of Chicago.

Credits outside the field of specialization or certification shall be taken into consideration under this category if evidence is presented of their relevance or value to the performance and/or professional growth of the candidate as a faculty member. Courses and credits shall be considered graduate if the university so transcripts the course.

Section 10.25 Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review

Policy history: Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-25-history>).

Procedures: Faculty (Credit, Early College & Foundational Studies) and Adult Educator Credential Review – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-25-procedure>).

Copies of official transcripts from approved accredited institutions of higher education showing award of a graduate degree (Masters or doctorate degree as appropriate) accompanied by a current resume/curriculum vitae shall be submitted for all new faculty hires to the college for review and approval. Current licensure documents, as appropriate, as well as copies of an official foreign transcript evaluation must be submitted for review and approval. The College will accept the foreign transcript evaluation without the original transcript. Foreign transcripts must be evaluated by an official foreign educational credential evaluation service accredited by a National Association of Credential Evaluation Services (NACES) member organization (www.naces.org (<http://www.naces.org>)).

Faculty official transcripts, resumes/CV, and other licensure documents must be submitted and approved prior to the offer of employment at the City Colleges of Chicago.

Utilizing the most current CCC credential guidelines, the appropriate Vice President will determine the teaching field for the given faculty candidate. Whenever a consensus cannot be reached, the Provost & Chief Academic Officer and the College President will determine the teaching field.

In addition, copies of official transcripts showing award of degree, as appropriate, accompanied by a current resume/CV shall be submitted for all new hires in Adult Education to the District Office of Adult Education for review and approval. Official transcripts, current resumes/CVs must be submitted for approval prior to the offer of employment at the City Colleges of Chicago.

The District Office of Academic & Student Affairs maintains the current list of approved credentials guidelines necessary for the teaching of all academic disciplines, including foundational studies, credit and skills courses, and INTDSP 101 College Success Seminar. Grandfathering of credentials will be prohibited, faculty must meet current CCC credential guidelines. Faculty teaching in the Early College program are required to follow the same credentialing criteria. If a faculty member does not possess the requisite credentials to teach in a particular field, the faculty has six (6) terms (including summer) to comply and provide evidence of obtained credential. In this case, the Office of Instruction will so notify the faculty member and provide a deadline date (six terms in the future) when the required credential must be obtained.

In instances where an instructor's academic preparation varies from the traditional credentials criteria but the instructor possesses relevant qualifications or experience to the teaching assignment based on industry or specialized accreditation standards and contributes to effective teaching and student learning outcomes, a request for an exception may be approved by the Vice President.

CCC accepts official transcripts from institutions accredited from one of the following organizations:

- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Western Association of Schools and Colleges (WASC)
 - Accrediting Commission for Community and Junior Colleges (ACCJC)
 - WASC Senior College and University Commission (WSCUC)

Section 10.26 Faculty Absences from Professional Duties: Procedures for Reporting Attendance

Policy history: Faculty Absences from Professional Duties: Procedures for Reporting Attendance (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-26-history>).

Procedures: Faculty Absences from Professional Duties: Procedures for Reporting Attendance – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-26-procedure>).

1. Article VIII.D.2 of the collective bargaining agreement requires faculty members to “be present on campus for all professional duties and obligations, including classes, department meetings, faculty meetings called by the College President or Chancellor, and student conference hours.” Since compensation is for the performance of professional duties and obligations, an absence shall be charged for non-attendance at any scheduled activity that a faculty member is required to attend by administrative directive or contracted obligation.
2. If a faculty member is absent without administrative permission (except for illness or personal leave) from all classroom assignments or other scheduled professional duties or obligations on a given day, said faculty member shall be docked one day of pay or have one day charged to personal leave provided days are available in the personal leave bank, with this decision to be made by the faculty member. In the event the faculty member is absent without administrative permission (except for illness or scheduled personal leave) from one or more but not from all required activities on a given day that person shall be docked one-half day. (Note: per Virginia Reyes Step II Grievance Ruling, June 2002.)
3. Absence from scheduled professional duties on a day when no instructional duties are required shall be charged on the same basis as an absence from all class(es), i.e. one day.

Section 10.27 Carry-Over of Seniority in the Event of Departmental Reassignment

Policy history: Carry-Over of Seniority in the Event of Departmental Reassignment (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-27-history>).

For certain purposes, seniority can be exercised within a department and for other purposes with the colleges. Each faculty member is assigned to a department where a list of those assigned members in order of their “date of beginning continuous full-time employment” is maintained to establish the order for their exercise of departmental seniority rights. Therefore, when a faculty member’s assignment is changed from one department to another within a college, that faculty member shall be placed on the seniority list of the receiving department in a sequence reflecting “the date of beginning continuous full-time employment” by the City Colleges of Chicago.

Section 10.28 Seniority Rights of Faculty Members Split Between Departments

Policy history: Seniority Rights of Faculty Members Split Between Departments (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-28-history>).

Faculty members shall be shown on one department seniority list only. Except for purposes of reduction in force, and college wide bidding for extra work, where rotation points are the same, they shall not exercise rights of seniority over faculty members on a different seniority list.

Therefore, where a department cannot generate sufficient contact hours to fill the program of faculty assigned to it, and some of those faculty are qualified to teach courses in a different department where there are classes where load requirements have been met, then those faculty members may be assigned those classes. Faculty shall not have seniority rights of course selection over other full-time members of the department

to which the faculty member is not assigned and who are on a different seniority list.

Section 10.29 Authentic Signatures

Policy history: Authentic Signatures (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-29-history>).

Authentic, not facsimile or rubber-stamp, signatures must appear on all documents being authorized for processing (i.e. board reports, purchase orders, authorizations for payment, certificates of attendance, payrolls, etc.).

Note that in accordance with the Electronic Signatures in Global and National Commerce Act, an electronic signature is to be considered “authentic.”

Section 10.30 Instructor Processes

Renamed: formerly Certification of Active Pursuit (for Credit, Skills, and Continuing Education - Professional & Personal Development).

Policy history: Instructor Processes (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-30-history>).

All CCC instructors are required to complete the following faculty processes correctly and on time for each class each term:

- Create and post the syllabus using CCC’s approved syllabus system.
- No-show withdrawal (NSW) process – initial class meeting attendance is recorded, including students who WTH after the class started
- Midterm administrative withdrawal (ADW), active pursuit certification, and grading process
- Final grading (Effective Fall 2020 – last date of active pursuit if student receives an “F” grade)
- Grading after end of term (for Incomplete “I” grades)

a. **Create and Post the Syllabus**

On the first day of class, each instructor is required to provide each student with a published copy of the syllabus (printed or electronic) in the Learning Management System, that complies with current WCAG and ADA accessibility standards and includes, at minimum:

- Course objectives
- Measurable student learning outcomes
- Course requirements, methods of evaluation, and grading policies
- Measures of active pursuit, which may include: class attendance, class participation, taking required quizzes and examinations, submission of required papers and homework assignments, and/or completion of online academic activities
- Expectations for student attendance and make-up work should also be included in the syllabus

Final grades appropriate to the grading basis of the course (see Grade Designations) or I (Incomplete) will be awarded in accordance with the grading policy distributed by the instructor at the beginning of the class. In order to satisfy audits, legal requirements, and to protect student rights, instructors must retain a copy of the preceding information in his/her files at the college, itemizing all grades awarded for all student work completed during each term and the criteria utilized for the awarding of final grades.

Department Chairs should collect this information from instructors and retain it in within the Office of Instruction, using an approved electronic filing method..

b. No-Show Withdrawal Process

Instructors must monitor student attendance at the beginning of the term, record attendance for all students for the first-class meeting (including students who WTH after the class start date), and must complete the no-show withdrawal (NSW) certification online process (manual backup available) for each class no later than the provided deadline date. Instructors will enter an NSW for each student who did not attend the required initial class session(s). For more information about when to issue an NSW, see NSW – No-Show Withdrawal.

- Attendance in an online class is defined as class engagement or participating in an academic related activity.

- a. Note: this process **must** be completed even if there are no NSWs to report.

If circumstances warrant, a student who has been designated as NSW may be reinstated. In such cases, the instructor only must submit a reinstatement form with appropriate administrative approval to the Office of the Registrar for processing.

b. Midterm administrative withdrawal (ADW), active pursuit certification, and grading process

Instructors are required to complete the online midterm administrative withdrawal (ADW), active pursuit certification, and grading process for each student on the class roster no later than the provided deadline date. Note: midterm certification of active pursuit is an ICCB required process that is subject to audit and serves as the basis for the ICCB credit hour reimbursement process. Note: this process **must** be completed by the instructor even if there are no ADWs to report.

Instructors must complete the following three midterm process components using the online midterm process (manual backup available):

- ADW – each student who is not actively pursuing course completion in accordance with the published measures of active pursuit must be administratively withdrawn.
 - Active pursuit certification – each student who is actively pursuing course completion must be certified. Measures of active pursuit will be selected and recorded.
 - Grade entry – each student who is actively pursuing course completion will receive a midterm grade appropriate to the grading basis of the course (see Grade Designations). Note: midterm grades are not recorded for short duration classes.
- c. **Final Grading**

Instructors are required to enter a final grade for each student on the final grade class roster by the provided deadline date using the online process (manual backup available). Each student will receive a final grade appropriate to the grading basis of the course (see Grade Designations) in accordance with the published grading policy. In certain circumstances, students may receive an Incomplete “I” grade and a provisional final grade (required if an “I” grade is issued). See I – Incomplete and Glossary of Terms for more information, including a definition of “provisional final grade.”

City Colleges of Chicago is a non-attendance taking institution, however, in order to determine if a student “unofficially withdrew” from class, a last date of active pursuit must be recorded for all students receiving an “F”. If a student actively pursued the class through the last date of the term as the last date of active pursuit. The unofficial withdrawal date will be the last date of active pursuit, defined in the syllabus. An unofficial withdrawal does not change the final grade and does not appear on the transcript.

Provisional final grade the provisional final grade is the final grade a student would earn if the student does not complete any of the incomplete coursework (final assignments, papers, exams, etc.) and therefore is graded “zero” on those incomplete class requirements, following the issuance of an Incomplete “I” grade (see I – Incomplete).

Note: any missing final grades will be automatically assigned as NG (no grade), indicating that the instructor failed to submit a final grade. In this case, the instructor will be required to submit a grade change form with the correct final grade to the Office of the Registrar.

d. **Grading after End of Term (for Incomplete “I” Grades)**

Instructors must complete final grading for any student issued an “I” grade by end of term processing for the next term (excluding the Summer term). For more information about “I” grades, see I – Incomplete.

At the end of each term, instructors must submit to the Department Chair a copy of the grade reports (only if manual grade reports were used) on which they have recorded (in ink) all midterm grades, all final grades and requirements for removal of “I” (Incomplete) grades.

The Registrar shall certify to the Academic Vice President and Department Chairs that the grade report for each instructor’s class has been received. The Department Chair shall further verify that a course syllabus, copy of all assignments, and/or tests required for the removal of each “I” grade have been recorded in the student information system (and if required, placed in the Department files) and shall so certify to the Vice President. If a student does not complete any remaining coursework, then the “I” grade will lapse to the provisional final grade.

Section 10.31 Learning Management System

Policy history: Learning Management System (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-31-history>).

a. **Learning management system**

- a. Effective fall 2009, all full-time faculty are required, at a minimum, to post their syllabi on the learning management system (LMS). An external link to the course syllabus is not acceptable.
- b. Effective fall 2010, all part-time faculty are required, at a minimum, to post their syllabi on the LMS.
- c. The LMS Course Menu must contain a content area labeled *Syllabus*.

b. **Syllabi**

- a. The Course Syllabus must be made available on the LMS in accordance with Section 10.30a (p. 9) to students, guests, and observers no later than the first week of the term. Any exceptions must be approved by the Vice President for Academic and Student Affairs.
- b. All posted syllabi will contain measurable student learning outcomes
- c. **Online Asynchronous Course Shells**
 - a. All Credit and Adult Education courses offered in the online asynchronous modality must have an approved blueprint course shell on file.
 - b. A course cannot be offered asynchronously online without an approved blueprint course shell on file. In cases where a blueprint course shell has not been established, the course must be approved through the colleges official approval process prior to being scheduled asynchronously online. Final authorization is granted by the Provost or their designee. (Credit Only)
 - c. The blueprint course shell must meet established standards for:
 - a. Clarity of course design and ease of student navigation
 - b. Accessibility (ADA compliance)
 - c. Regular and substantive interaction between the instructor and students
 - d. Current approved student learning outcomes (SLO)
 - e. Required components to maintain IAI designation, if applicable
 - d. Blueprint shells must be reviewed and approved by designated representatives of the relevant academic discipline prior to implementation and asynchronous delivery.
 - e. Instructors who are eligible for the Blueprint Opt-Out process can request that blueprint course materials are not loaded into their LMS shell each term. (Credit Only).
 - f. Instructors may amend the blueprint course content in teaching their asynchronous course.

Section 10.32 Adult Educator Compliance with Professional Development Hours

Policy history: Adult Educator Compliance with Professional Development Hours (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-32-history>).

ICCB requires that all adult educators receive a minimum of twelve hours of professional development training each fiscal year, which runs from July 1st through June 30th. The purpose of this policy is to enable adult educators to effectively meet the critical needs of students and to enhance student learning achievement. Professional development activities assist adult educators in improving their understanding of philosophies, methods, materials, and the latest research in their profession.

The following policy is proposed under the collective bargaining agreement between the Board of Trustees of Community College District No. 508, County of Cook, State of Illinois, and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506 Article VI, Section 5: Rules of Conduct, which states, "The Board may establish reasonable rules of conduct. The Union shall be notified of such rules at least twenty-five (25) days in advance whenever reasonably possible, which shall also be made available for employee inspection at each President's Office and at each Learning Resource Center."

Each adult educator must demonstrate that he or she has earned twelve hours of ICCB mandated professional development during each fiscal year. Adult Educators who have not completed the twelve ICCB mandated professional development hours before the start of the Summer term shall be given timely notice that they are in danger of being out of compliance and will not be assigned to teach the following fall term unless they provide proof of having fulfilled the required hours by the end of the current Summer term. The Adult Educator will not be reinstated to teach at City Colleges until he or she provides proof of having fulfilled the required hours from the previous fiscal year by the end of the current Summer term.

In accordance with this policy, management will:

- Provide and promote ample opportunities for both on campus and off campus professional development.
- Maintain records of professional development activities attended by adult educators in paper files and in the PeopleSoft System. (The Adult Educator is responsible for submitting records of attendance in professional development activities to management in a timely manner.)
- Provide timely notice of failure to accrue the required hours and of termination of assignment due to a failure to comply with this policy.
- Comply with the requirements of the collective bargaining agreement of the Board of Trustees of Community College District No. 508, State of Illinois and the American Federation of State, County and Municipal Employees, Council 31, AFL-CIO and its Local 3506, Article VI, Section I: Staff Development.

Section 10.33 Sabbatical Leave

Policy history: Sabbatical Leave (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-33-history>).

Article IX.A.1.a of the 1600 CBA states that, "The Chancellor shall have the authority, with approval of the board, to grant leaves of absence to tenured faculty members for a period not to exceed one academic year and not less than one semester for resident study, research and writing, travel, or other purposes designed to improve the services of the faculty member to the Colleges."

Tenured faculty members are eligible for sabbatical after completing six or more years of continuous satisfactory active service. After completing a sabbatical and successfully being reinstated to the college, a faculty member may be eligible for another sabbatical after six (6) years of additional continuous satisfactory active service.

A faculty member on sabbatical leave shall receive one-half (50%) of his/her full base salary for an academic year leave or his full base salary for a semester leave.

The number of faculty members who will be permitted to take sabbatical leave each academic year shall not exceed five percent (5%) of the faculty members in the college.

Eligible faculty members wishing to submit an application should complete the Application for Sabbatical Leave found on the Faculty Forms (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) webpage, content and formatting requirements can be found on the Sabbatical Application Format document. Applications are initially reviewed at the college level by a joint Union-Administration committee consisting of an equal number of faculty and administrators who will make a recommendation on the application to the college president.

Approved applications will be sent to the Educational Quality team at the District Office for final review, approval, and processing. Applications will be reviewed to ensure they meet sabbatical requirements listed in Article IX.A.1.a of the CBA as well as the requirements listed in the Sabbatical Application Format document.

To be reinstated, faculty must submit a Final Report of Sabbatical Leave Activities to their respective college, the form can be found on the Faculty Forms (<http://www.ccc.edu/departments/Pages/Faculty-Forms.aspx>) webpage. Additional information can be found in Article IX.A.1.a of the 1600 CBA.

Section 10.34 Use of Self-Authored Texts in the Classroom

Policy history: Use of Self-Authored Texts in the Classroom (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-34-history>).

Procedures: Use of Self-Authored Texts in the Classroom – Procedures (<https://catalog.ccc.edu/academic-student-policy/appendix-procedures/#10-34-procedure>).

Article 5.2.10 of the CCC Policies and Procedures for Management & Government policy manual states that, “No employee or board member shall make or participate in the making of any decision or take away any action with respect to any matter in which he has any special interest.” This policy prohibits faculty from benefiting financially from the publishing, distribution, or sale of such self-authored texts as a result of requiring the use of self-authored texts in the classroom.

There may be situations where it is academically beneficial for faculty members to use self-authored texts in the classroom. If use of the text is supported by the Department, it will be routed to the Vice President of Academic Affairs who will ensure the ethics policy is not being violated. This determination will not impinge upon the faculty members’ rights to determine course textbooks subject to applicable written departmental and College policies and procedures.

Section 10.35 Off Site Clinical Classes

Policy History: Off Site Clinical Classes (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-35-history>) Faculty may not be compensated by CCC and an off-site institution (or any other employer) for the same time worked, i.e., no “double dipping” compensation is allowed.

If a faculty member is scheduled to teach an off-campus clinical and/or skills class at an institution where he/she is also employed, the faculty member must provide documentation of both work schedules to his/her Dean or appropriate supervisor and the Human Resources Office to ensure there is no time overlap between the two professional obligations. Updated documentation must be provided any time either schedule changes. CCC faculty and/or staff may not receive compensation for off site classes if no instruction or oversight is provided.

Section 10.36 Faculty and Employee Student Relationships

Policy History: Faculty and Employee Student Relationships (<https://catalog.ccc.edu/academic-student-policy/appendix-policy-history/#10-36-history>)

No Faculty, Staff or Employee shall request or accept sexual favors from or engage in a romantic, sexual or intimate relationship with any City Colleges of Chicago student, unless the relationship existed prior to enrollment. Pre-existing relationships should be reported to the appropriate dean, vice president, or the Office of the Provost (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). In addition, no instructor shall exercise academic responsibility over a student with whom the instructor has or has had a romantic or sexual relationship, regardless of whether the relationship is or was consensual. It is the person in a position of greater authority who will be held responsible for adhering to this policy.

Department chairpersons and administrators must recuse themselves from making decisions, participating, or being involved in the making of decisions regarding a student with whom they have a familial relationship.

Section 10.37 Faculty Book Assignments

Faculty are required to adopt books, post required Open Educational Resources (OER), or other course materials prior to the bookstore opening each term, to allow students to understand the true cost of attendance. Once book adoption occurs and the bookstore is open to students, faculty cannot make changes to the book selection, as students may have started purchasing their books, which may not be refundable.

CCC prohibits the adoption of out-of-print textbooks. If an out-of-print book is selected, a change must be made immediately.

Notes:

- Out-of-print books are defined as books that are no longer available from the publisher and unavailable at the bookstore for purchase. Books available in digital copies, are not considered out-of-print.
- The Academic Vice President or designee may approve exceptions to the book adoption deadline submission in the following instances: OER adoption, students are not enrolled in the class, a book is unavailable through the bookstore, or to ensure the quality of instruction in instances where there is a change of instructor.

Section 10.38 Teaching College Success Courses

Requirements for Teaching College Success Courses

a) Faculty teaching College Success classes for the City Colleges of Chicago must successfully complete the initial training to ensure quality teaching of such courses. The credential training is facilitated by CCC faculty and administrators and requires active participation. Once credentialed, future professional development for College Success instruction is available and optional.

b) College Success Courses Taught for Load

- College Credit full-time faculty members may teach up to three (3) credit hours of College Success as part of their semester teaching load, provided their load in combination with this course does not exceed the limit set by the Board-Union Agreement (Local 1600). Full-time faculty members who are hired specifically to teach College Success are not bound by these restrictions and may teach multiple sections of College Success each term
- Faculty may teach:

- Up to three (3) credit hours of College Success for load and up to three (3) credit hours of College Success for stipend, or
- If College Success is taught as stipend for fewer than three (3) credit hours, the stipend will be prorated accordingly.

Note: All College Success teaching assignments must be reviewed by the Academic Vice President. The scheduling needs of the college and academic departments take precedence over faculty load requests for College Success.