

# John A. Logan College

## Board of Trustees Policy Manual

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# John A. Logan College

## Board of Trustees Policy Manual

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The provisions of this policy will prevail for all employees except where a difference is noted in the hiring

10.

The President is authorized to sign contracts of employment on behalf of the Board of Trustees subject to ratification of the appointment by the Board. General definitions of employment classifications at John A. Logan College shall include but are not limited to those listed within this policy. Specific duties and responsibilities for individual positions shall be defined in the job descriptions retained in the Office of Human Resources.

xADJUNCT FACULTY

Adjunct baccalaureate transfer and career education faculty are those faculty who teach 12 equated hours or less each semester on a non-continuing basis. Appointments are for one semester or, less, any hours taught under the category of adjunct faculty will not apply toward permanent status with the College. Adjunct faculty shall be competent to render in accordance with the Illinois Community College Board and the Higher Learning Commission. Compensation and other terms and conditions of employment for non-tenure-track Adjunct Faculty who provide six (6) or more credit hours of instruction per academic semester are outlined in the agreement between the Board of Trustees Community College District No. 530 and the Association of Illinois Community College Faculty.

Their functional area of responsibility, including responsibility for the management of their area's budget. Guidelines specific to these position(s) are

NON-INSTRUCTIONAL PERSONNEL

Non-instructional personnel who support Executive Administrators and handle confidential information. Compensation and other terms and conditions are outlined in Board Policy.

Part-time employees of the District regularly engaged in teaching or supervising, including supervisors, administrators, and clerical employees. Compensation and other terms of employment are outlined in the agreement between the Board of Trustees Community College District No. 530 and the John A. Logan Illinois Education Association.

Personnel paid by grant funds in excess of 50% of total compensation. Because grant funding is of a terminal nature, grant personnel will have no implied or guaranteed

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employment beyond the period provided by the grant funding. Compensation and other terms and conditions of employment are outlined in Board Policy.

xMANAGERS

Managers are noninstructional personnel, excluding administrators, who perform ~~field~~ management functions for the College. Compensation and ~~other~~ terms and conditions of employment are outlined in Board Policy.

xOPERATIONAL STAFF

Operational staff positions are noninstructional per T9-I ( p)2.3 .89/P <</MCID3T7 (s0.012 T47re)B [(i)-d c-

John A. Logan College recognizes the tenure definitions outlined in the Illinois Public Community College Act, 110 ILCS 805, Paragraphs 103B through 103E.

ADOPTED AUGUST 5, 1980  
AMENDED NOVEMBER 20, 2001, MARCH 22, 2016; S

In regard to the employment and/or termination of SURS annuitants, the Board of Trustees of John A. Logan College reserves the right to take actions to avoid a financial penalty under Public Act 97-0968, the Return to Work Act (40 ILCS 5/5-139).

In this effort, the following stipulations apply to SURS annuitants:

- x John A. Logan College will comply with the provisions of Public Act 97-0968, including reporting requirements regarding the employment and compensation of annuitants.
- x SURS annuitants will only be considered for part-time employment.
- x SURS annuitants will not be considered for any employment or re-employment if employed simultaneously by any other SURS-covered institutions.
- x SURS annuitants will be limited to only one position and will not work for more than one division of the College within the same semester.
- x "Affected Annuitants" will not be employed or re-employed.
  - a. As defined under the Illinois Public Act 97-0968, "Return to Work Act," any annuitant that is considered to be an "affected annuitant" will not be employed or re-employed for any academic year that they are considered to be an affected annuitant unless s/he suspends his/her SURS pension including any reciprocal pensions and provides verification of such.



JALC Retirees

John A. Logan College employees whose board-approved retirement date falls between July 1<sup>st</sup> and December 31<sup>st</sup> are not eligible for re-employment with the College until July 1<sup>st</sup> of the following year. Employees whose board-approved retirement date falls between January 1<sup>st</sup> and June 30<sup>th</sup> are not eligible for re-employment with the College until January 1<sup>st</sup> of the following year.

ADOPTED: NOVEMBER 26, 2013

AMENDED: **JANUARY 24, 2017**

REVIEWED: F N206 ;

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The established holidays of the College are:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Good Friday  
Memorial Day  
Juneteenth National Freedom Day (June 19)  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Christmas Day

When the holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. When the holiday falls on a Sunday, the following Monday shall be observed as a holiday.

ADOPTED JUNE 4, 1968  
AMENDED MARCH 11, 1985; FEBRUARY 11, 1992; JULY 26, 2005; OCTOBER 26, 2021; MARCH 22, 2022  
REVIEWED SEPTEMBER 21, 2021; FEBRUARY 10, 2022  
LEGAL REF:  
CROSS REF: 5 ILCS 140/ 63



The employee planning to retire must complete a John A. Logan College retirement application, with a SURS retirement estimate for the respective retirement date, and submit it to the **Associate Director of Payroll**. A benefits summary will be provided to the employee. If the employee chooses to proceed, s/he must notify the President's Office in writing, and such notification shall be irrevocable. Years of full-time service at John A. Logan College shall include non-contiguous years. Total years of service shall be based upon the anniversary date of full-time service and shall be rounded up to the nearest whole year. Benefits under this policy are restricted to those submitting retirement notifications after the date of policy adoption by the Board of Trustees. Eligibility for grant employees is determined by Policy 7171, Grant Personnel.

### **PAYMENT OF UNUSED SICK LEAVE**

Employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) or more years may elect to be paid for a maximum of fifty-five (55) days of unused sick leave. Employees hired on or after July 1, 2005, may elect to be paid for unused sick leave at a rate of two (2) unused sick leave days per year of full-time service, not to exceed fifty-five (55) days. Employees will not be compensated for more unused sick leave days than accrued at the date of retirement. If the employee elects this option, these days will not count as extended service credit with SURS. Payment of unused sick leave will begin as directed by the retiring employee in writing to the **Associate Director of Payroll** for as much as two (2) SURS years prior to retirement. Absent written direction from the retiring employee, unused sick leave compensation shall be included in the final pay. If an employee, after being granted payment for unused sick leave, requests and is granted continued employment, that person must repay all sick leave payments received to date immediately.

### **HEALTH INSURANCE FOR RETIRED EMPLOYEES**

Retiring employees may continue to participate in the group health insurance plan after retirement in accordance with COBRA. Following the COBRA period, retirees participate in the College Insurance Program for Retirees administered by Illinois Central Management System (CMS). Employees hired full-time after July 1, 2005, who retire from active full-time employment at the College and have been employed full-time for twenty (20) years, or employees hired full-time prior to July 1, 2005, who have been employed full-time for ten (10) years or more are eligible for partial premium refunds for the retiree and, if married, spouse coverage. Dependent eligibility shall be included for persons retiring on or before September 1, 2023. Those eligible will receive a refund equal to the difference between the rates within the Retirees' College Insurance Program and the John A. Logan College insurance plan.

No reimbursement will occur unless the retiree's cost is higher than the current employees' share of comparable coverage under the John A. Logan College plan. Employees ineligible for participation in the College Insurance Program due to SURS benefit plan selection but who would have otherwise been eligible for a partial premium refund will be provided a premium refund not to exceed the refund had the employee been eligible for the College Insurance Program. Payments will begin upon receipt of a written request, which must be accompanied by verification of coverage. At the death of a retired employee, coverage will be extended to a surviving spouse if previously covered. Employees hired after January 1, 2013, are ineligible for premium reimbursement.



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The designation of Emeritus status will be provided to retired John A. Logan College as an honorary title corresponding to that held last during their active service if they have served ten years as a full-time employee at the College.







This policy covers the methods used to manage email accounts of departing employees, board members, contractors or interns with College email accounts who separate from the College for any reason, including but not limited to termination, retirement, resignation or completion of term or contract.

The College maintains no obligation to maintain email accounts for users who separate from the College for any reason. Users who separate from the College may not be able to access email by their last date of association with the College.

Email of departing users, regardless of the cause of separation, sent to an old address will not be delivered to a new address but may be forwarded to College designee, including in the case of a separating employee, to the employee's supervisor or supervisor's designee. Email forwarding will be provided for a period of time not to exceed one year. After termination of email forwarding, the account will be disabled. If a supervisor or College designee does not request email forwarding, the departing user's email account will be disabled thirty (30) days following the user's date of employment.

ADOPTED NOVEMBER 25, 2014  
AMENDED SEPTEMBER 24, 2024 (*Incorporated Former 7501*)  
REVIEWED JULY 24, 2017  
LEGAL REF:  
CROSS REF:

The primary mission of John A. Logan Community College is educational instruction. Even so, there are various occasions when the College personnel do research and creative writing. Research and creative writing leads to new ideas; new ideas may lead to patents and copyright. It follows that in regard to patents and copyrights, which result from research or creative writing conducted by staff members with assistance and encouragement of the College, there should be an equitable distribution of credit and responsibility. Further, the College also has a responsibility to itself and to the public in regard to the type of research it sponsors and in obtaining from such research and creative writing, the greatest public benefit. The policy of the College concerning research, patentable discoveries, and copyrights, and the benefits that may accrue from such patents and copyrights is as follows:

a A. Independent Research and Writing. Research or writing conducted by a staff member on his

own time and at his own expense shall be termed "Independent Research and Writing."

1. No claims or restrictions shall be placed by the College on any copyrights, patents, patent rights, or discoveries obtained as the result of independent research.
2. The individual researcher or writer, however, may voluntarily assign all of his or her claim to the results of such research or writing to the College.

B. College Sponsored Research and Writing. Research and writing conducted by a staff member with the help of the College, either in the form of a grant or grants or in the time assigned to research or write, or both, shall be termed "College Sponsored Research and Writing."

1. If the College's aid does not exceed ten percent (10%) for an individual's research or creative writing, either in actual funds or in salary for the assigned time, or in both together, the College shall not be considered to have established a right to share in the results.
2. In such cases where the College commissions the faculty work, the College pays such person to do the work and thereby acquires ownership in the same. Royalties or profits resulting from the work are to be divided between the College and the faculty member.
3. Staff members shall have the responsibility of reporting to the proper College authorities any possible invention or creative writing coming from College sponsored research, which should be protected by patent or copyright.
4. If the College determines not to assert a claim to possible patent or copyright materials, the College may release its proprietary interest to the researcher or writer of record.
5. The College or its designated agent shall assume all responsibility for protecting or promoting property rights to patents and copyrights developed with the financial support of the College unless the College elects to release its proprietary interests to the individual researcher or writer. If the College utilizes a patent or copyright management firm and such a firm assumes a part or all of the costs of patenting or copyrighting, distribution of royalties shall be agreed to by the College, the management firm, and the inventor or writer.

7. Each employee/inventor/writer will supply all information and execute all papers necessary for the purpose of presenting patent applications on inventions/discoveries or copyright materials covered under this policy.
8. Whenever income or royalties are divided, both the College and the faculty member will get at least ten percent (10%).

Division of the remaining eighty percent (80%) will be determined by negotiation and should



INTRODUCTION

The purpose of this policy is to clarify the conditions under which John A. Logan College, hereafter known as the ‘employer’ may place an employee on modified duty an

#### AVAILABILITY OF MODIFIED DUTY WORK

There is no right to modified duty work and no employee will be removed from a John A. Logan College job to make modified duty work available for a recuperating employee. The availability of modified duty assignments may limit the number of individuals who can perform such work at any given time. Finally, there may be instances where modified duty is not available.

#### CASE-BY-CASE CONSIDERATION

Each case of eligibility for a modified duty assignment is considered independently of any other past or present assignments. Thus, the circumstances of each case, the needs of John A. Logan College, the availability of assignments, and the nature of the work shall determine an assignment being made.

#### LOSS OR FORFEITURE OF WORKERS' COMPENSATION BENEFITS

Subject to any determination of an Arbitrator adjudicating the employee's worker compensation benefits, an employee shall lose or forfeit the worker's compensation benefits if the worker chooses to do either of the following:

1. The employee fails to notify the employer

The organizational structure of John A. Logan College will be in accordance with Board Policy 4120,  
110

CROSS REF ILC §05/3-42 (1992)  
BOARD POLICY 5110; ADMINISTRATIVE

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# Professional Staff Compensation

5220A

The College provides salary and benefits to its employees in order to obtain and retain individuals competent to perform essential College responsibilities. Compensation shall be determined on the basis of the following factors: competitiveness within the parameters of fiscal responsibility.

Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data, recommendations by their Cabinet member, with the final recommendation to the Board by the President. The current professional staff salary structure shall be maintained in Administrative Procedure 522A. Compensation for grant employees is contingent upon grant funding.

To be eligible for an Board-approved annual increase in salary, the employee's first date of work must be six months prior to the start of the fiscal year. The start of the fiscal year for grant employees shall be determined by the grant. Increases for grant employees are contingent upon grant funding.

ADOPTED: OCTOBER 19, 1993

AMENDED: JANUARY 24, 1995; SEPTEMBER 28, 1999 (RETRO TO 7-1-99); NOVEMBER 25, 2008; MARCH 23, 2010; FEBRUARY 28, 2012; NOVEMBER 26, 2013; NOVEMBER 22, 2016; JUNE 28, 2022

REVIEWED: FEBRUARY 25, 2011. 04 12563253 To FIVEBS -0.005 Tw 9 -0 0 9 78 158.04 7162 AND REV)-1.4 (I)17PR;25TEM

POLICIES 110, 5220, 5221, 5221A, 5224;  
ADMIN. PROCEDURES 521, 522, 522A 1

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confidentiality and regularly work with confidential material. The specific educational and/or work



# Executive Support Staff Compensation

5221A

compensation, philosophy, internal equity and external

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competitiveness within the parameters of fiscal responsibility.

Annual increases will be set by the Board of Trustees on an annual basis. Factors will be based on comparative market data and recommendations by their Cabinet member with the final recommendation to the Board by the President.

The print of this document is available at: <http://www.tj0tc0tw206520td.com>

# Overtime Compensation for Executive Support Staff

5221D

Work required for executive support staff members in excess of 40 hours per week and holidays shall be considered overtime. Vacation, sick leave, holidays, and school closing days are considered a portion of the workweek. All overtime must be approved in advance by the immediate supervisor. Call back work is work performed when an employee is required by the College to return to his/her place of employment for any reason after 10(p)22 Any employee required to return

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for hours worked in excess of 40 hours per week.

0 working hours per year.

(\$18,000 a year)

x 1 ½ equals (\$12.98 per hour)

ADOPTED JUNE 4, 1974

AMENDED AUGUST 1, 1978; MARCH 1, 1985; AUGUST 15, 1988; JANUARY 25, 2000 (FORMERLY BOARD POLICY #6132); OCTOBER 24, 2006; MAY 22, 2012; OCTOBER 2018 (TITLE 5)

REVIEWED

LEGAL REF:

CROSS REF: BOARD POLICY 5221A

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**PROFESSIONAL STAFF**

A merit bonus of a maximum of five percent of an individual's annual salary may be awarded professional staff member. This merit bonus will be awarded for meritorious service to the College. The increase will be added in one lump sum to the individual's salary only for the fiscal year in which it is awarded. It is not added to the base salary, nor is it carried over to the next fiscal year.

The merit bonus may be awarded for service as the result of a particular project, or it may be awarded for excellence of performance over a period of time in a variety of routine and special tasks performed for the College. Additional expertise gained by the individual through formal course work and/or advanced degrees may be considered, and professional development through workshops/seminars and other related activities may be a factor.

Recommendations for this merit bonus award must originate with the individual's immediate supervisor. The President has the authority to accept or reject all recommendations for merit bonus increases for employees who do not report directly to him. For employees who report directly to the President, the President will make recommendations for merit bonus awards, subject to the approval of the Board of Trustees.

**EXECUTIVE SUPPORT STAFF**

A merit

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The opportunity to apply for other positions on campus is open to current employees. Current employees are expected to complete applications per the HRIS system and meet the minimum requirements to be considered.

EXECUTIVE SUPPORT STAFF

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Professional and Executive Support  
Staff Employment Contract Extension

5227

The President may recommend to the Board of Trustees the extension of professional and executive support staff employment contracts. Recommendations for employment contract extensions will be dependent upon performance and alignment with the long term needs of the College.

Continuing contracts for professional and executive support staff shall not exceed one (1) additional year until five (5) years of employment as a professional or executive support staff has concluded, at which time contracts may be extended to two (2) years. Following ten (10) years of employment as professional or executive support staff, employment contracts may be extended to three (3) years.

Professional and executive support staff receiving a promotion shall receive an employment contract of not less than the time remaining on the previous employment contract, except when the position is excluded from a contract length in excess of one (1) year.

The following positions (43)60 /Cr8l Assistant athletic coaches

x Stipend Positions

ADOPTED JANUARY 26, 2016  
AMENDED JUNE 28, 2022  
REVIEWED MAY 17, 2022  
LEGAL REF:  
CROSS REF:

The probationary period is 120 days and evaluations will be conducted at 30 days, 90 days, and 120 days. After the probationary period, each employee will be formally evaluated during the fiscal year.

The evaluation form will be designed to help the supervisor direct the employee's growth and development. The supervisor and the employee will discuss the evaluation before placement in the employee's personnel folder.

ADOPTED JUNE 4, 1974  
AMENDED AUGUST 1, 1978; MARCH 13, 1989; JANUARY 25, 2000 (INCORPORATED FOR BOARD POLICY 6140);  
SEPTEMBER 24, 2025  
REVIEWED AUGUST 6, 2024  
LEGAL REF:  
CROSS REF:

Professional Growth for Professional and Executive Support Staff 5250

PROFESSIONAL Inmediatesupervisor, president/provost of his/her division prior to enrolling in these courses.

PROFESSIONAL AND EXECUTIVE SUPPORT STAFF

Professional and Executive Support Staff shall be entitled to annual vacation based on the following: swuh-



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For purposes of this policy, an employee shall be disabled when he/she is unable, due to physical or mental illness or accident, to perform his/her duties for more than 60 days beyond the period for which the employee would receive sick leave pay. An individual's disability shall be determined to have commenced at the earlier of the date on which he/she is first absent from work as a result of illness or accident or the date on which a competent physician determines that he/she is disabled. If a dispute arises over whether an individual is disabled or the Board is uncertain that an individual is disabled, a competent physician will be selected by the Board to make this determination. This determination will be binding on all parties.

If an employee is disabled for 180 consecutive days, the Board shall be entitled to terminate the individual's employment. The Board must give the employee written notice of termination of employment. Termination does not affect the Board's obligation to pay the disability payments provided for herein.

ADOPTED JULY 6, 1972  
AMENDED APRIL 1, 1980; JANUARY 25, 2000; OCTOBER 23, 2012; MARCH 22, 2016  
REVIEWED FEBRUARY 12, 2016  
LEGAL REF:  
CROSS REF:

Sick Leave

After written request certifying pregnancy is made to the President, a fulltime professional executive support staff  
duration of the leave shall be agreed upon by the administration and the employee.

The employee shall be allowed to work at all times during the pregnancy when she is able to perform her duties.

The position must be held open to her on her return on the same basis as positions are held open for employees on sick leave, disability leave, or for other reasons.

ADOPTED APRIL 3, 1973  
AMENDED APRIL 1, 1980; JANUARY 25, 2000

E .:  
CROSS REF:

A full-time professional or executive support staff employee with at least four (4) years continuous service to the College may obtain a leave of absence without salary or work credit for a period not to exceed one (1) year. This leave of absence is subject to the approval of the Board of Trustees upon the recommendation of the President.

ADOPTED

John A. Logan College is committed to protecting the job rights of employees absent on military leave. In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. The College will not deny employment, re-employment, retention in employment, promotion, or any benefit of employment to an individual on the basis of his or her military service. Additionally, the College will not retaliate against an individual by taking any adverse employment action against him or her because the individual has taken an action to enforce a protection afforded any person under USERRA.

As directed by the Illinois Military Leave of Absence Act, any full-time employee of John A. Logan College who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia, shall be granted leave from his or her employment for any period actively spent in military service, including:

- (1) basic training;
- (2) special or advanced training, whether or not within the State and whether or not voluntary, and
- (3) annual training.

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ACCRUED LEAVE TIME

A full-time employee shall continue to accumulate leave time during the period of active duty for use upon return from leave. At their request, employees will be allowed to use any previously accrued vacation or personal leave with full pay toward uniformed servicetime. However, the College will not require employees to use paid vacation or personal leave to apply toward a uniformed service leave.

INSURANCE BENEFITS

Under USERRA guidelines, employees on military leave who are enrolled in the health plan have the right to elect continuation coverage for themselves and their covered dependents similar to the rights under COBRA. This election under USERRA may continue for up to twenty four (24) months. While on military leave, the College will continue to pay its share of health insurance premiums. The employee will continue to pay only their

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Fulltime professional and support employees (are called for jury duty or subpoenaed as a witness during regular working hours shall receive full pay, but shall pay to the College any money received for such duty other than money paid for traveling expense.

ADOPTED APRIL 1, 1980  
AMENDED JANUARY 25, 2000  
REVIEWED  
LEGAL REF

## PROFESSIONAL AND EXECUTIVE SUPPORT STAFF

The Board of Trustees will provide group health insurance (including dental and vision) for full-time, professional, and executive support staff employees. Premiums will be shared at forty percent (40%) for employees and sixty percent (60%) for the College.

The Health Insurance Committee, which includes representation from the professional and executive support



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The Board will continue to pay its share of group health, life, and dental insurance for a professional employee during an authorized leave of absence or sabbatical leave if the employee participated in these same programs prior to the leave.

ADOPTED      APRIL 3, 1973  
AMENDED     APRIL 1, 1980; SEPTEMBER 10, 1984  
REVIEWED  
LEGAL REF:  
CROSS REF:

The Board of Trustees will pay the cost of the premium for each full-time professional or executive support staff

A grievance shall be defined as any problem or complaint that arises in the performance of work assignments or a difference of opinion with respect to the meaning or applications of Board Policies pertaining to executive support or professional personnel.

If a grievance should arise, the following steps shall be followed:

Step 1 An employee shall first present any such matters to the immediate supervisor. This must be done within two (2) working days from the beginning of the grievance. The immediate supervisor must render his/her decision on the matter within 48 hours in writing.

Step 2 If the matter is not satisfactorily resolved, the employee may submit the grievance in writing to the Vice-President/Provost of the College division in which he/she is employed. This must be done within three (3) working days after the receipt of the decision in Step 1. The Vice President/Provost is to review the facts and render his/her decision in writing to the employee within five (5) working days after the receipt of the grievance.

Step 3 If the grievance still exists, the employee may submit the grievance in writing to the President. This must be done within three (3) working days after receipt of the decision in Step 2. The President is to review the facts and render his/her decision in writing to the employee within five (5) working days after the receipt of the grievance.

Written answer within 25 working days following the next meeting of the Board.

The person presenting the grievance.

REVIEWED

LEGAL REF: BOARD POLICIES 3510,3511

## TERMS OF EMPLOYMENT AND QUALIFICATIONS

Faculty members must meet minimum qualifications for teaching at John A. Logan College. A Statement of Teaching Credentials is located in the Administrative Procedures for the purpose of establishing minimum guidelines for teaching qualifications. After the recommendation of fulltime faculty appointment by the College President, the Board of Trustees has final approval of ~~all~~ fulltime faculty appointments.

Tenured faculty members are entitled to continued employment subject to provisions of the Illinois Public Community College Act and need not be given annual employment agreements except as the College deems necessary or desirable in specific situations.

Fulltime faculty will be hired according to the General Hiring Policy. The exceptions to this policy are:

After August 1 of each year, the Board of Trustees will not employ or seek to employ a faculty member under contract to another community college district, except where it would not be detrimental to the interests of the other district.

The Board will not release a faculty member from his/her contract after August 1, except under the circumstances satisfactory to this district.

ADOPTED APRIL2, 1974  
AMENDED APRIL1, 1980, MAY23, 2023  
REVIEWED APRIL23, 2023  
LEGAL REF: 110ILCS05/3-42(1992)  
CROSS REF: BOARD POLICY 5110; ADMINISTRATIVE PROCEDURES 502, 502A

Effective August 15, 1987, all faculty members must demonstrate oral proficiency in the English language. All faculty employed prior to July 1, 1987, and all faculty employed after that date for whom English is their natural language will be assumed to be orally proficient except as stipulated below.

All faculty employed after June 30, 1987, for whom English is not native language or other part time faculty employed prior to that date for whom substantial complaints are received as determined by division chairpersons and the provost shall demonstrate oral proficiency through a passing score on the Speaking Proficiency English Assessment (SPEAK) test of spoken English as administered by the College. Individuals who fail the SPEAK test may elect to retake the exam at a later date; however, the

The main purpose for the evaluation of instruction is the improvement of teaching. Evaluation of instruction is also the major consideration upon which renewal appointments will be offered to faculty members.

Each nontenured and tenured instructor will be formally evaluated in accordance with the collective bargaining agreement unless more evaluations are deemed necessary by the appropriate supervisor.

ADOPTED      DECEMBER, 1970  
AMENDED     MARCH 13, 1989; SEPTEMBER 21, 1993; FEBRUARY 25, 2014  
REVIEWED  
LEGAL REF:  
CROSS REF:

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The concept of release time is designed to utilize faculty talent, energy, and insight to facilitate the mission of the College and to accomplish specific aims and objectives consistent with the established mission and goals of John A. Logan College. Release time may be granted for professional activities of College

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- o X Release time for all faculty must be documented as specified on the Request for Release Time form, and such release time must be reflected on the payroll records of the College.
  - i i X When a release time activity is completed, written documentation must be provided by the faculty member to the WCE } A } • s indicating that the project is completed. Accomplishments and/or results must be listed.
  - i i X All requests for release time must be submitted on the Request for Release Time form and must be in the hands of the faculty member's immediate supervisor a minimum of six weeks in advance of the start of the release time project. This is necessary in order to provide expedient and competent coverage for a full-t



ADOPTED ~~SEPTEMBER~~ 13, 1983  
AMENDED NOVEMBER 22, 2016; ~~SEPTEMBER~~ 24, 2019 (TITLE 5)  
REVIEWED SEPTEMBER 21, 2016  
LEGAL REF:  
CROSS REF:

Adjunct faculty may be dismissed during the semester for adequate cause. Adequate cause shall include:

