



Adjunct Faculty Compensation Information for 2019-2020

The following information outlines many of the basic components of adjunct faculty compensation at Illinois Central College. If you have questions regarding any of the information presented here, or about your pay, please contact your Dean/Associate Dean or a member of the Human Resources Department.

Effective August 1, 2019

1. The adjunct entry (minimum) rate is \$635 per ECH.
2. All current adjuncts will receive a 2.0% increase per ECH effective 8-1-2019. Except for full time employees and retirees who receive specific rates per ECH, adjuncts who have taught six (6) but less than 12 semesters as of 5/1/2019 will receive a one-time additional \$5 per ECH and adjuncts who have taught 12 or more semesters as of 5/1/2019, will receive a one-time additional \$10 per ECH.
3. The adjunct maximum ECH rate is \$810.00 per ECH.
4. All adjunct faculty are encouraged to participate in the voluntary six (6) teaching term minimum **Blueprint for Success** program to complete checklist requirements to earn \$25 per ECH added to his/her base ECH rate at the start of the next full semester (Fall or Spring). Completed checklists including the necessary documentation and reflective teaching portfolio should be submitted by the adjunct faculty member to their appropriate Dean/Associate Dean or Teaching/Program Chair for approval. NOTE: This increase of \$25/ECH continues as part of the base ECH rate in subsequent years. This cycle may be repeated every 6 teaching terms (minimum or more) when 48 hours of professional development and college service have been accomplished or when the maximum rate is reached.
5. Adjuncts hired after August 1, 2007 who possess a documented master's degree or higher at the time of hire, will receive an additional one-time \$15/ECH increase. An adjunct who earns a master's degree after the time of hire will receive a one-time \$15/ECH increase. The increase is effective at the start of the next full semester after official transcripts are received in the Human Resources Department. Official transcripts are defined as sealed in the respective accredited college or university envelope. Copies or transcripts marked "issued to student", are not acceptable. "One-time increase" means, for example, an adjunct who receives the \$15/ECH for possessing a documented master's degree at the time of hire cannot earn an additional \$15 for attaining a Ph.D. or another master's degree after hire.
6. Lead adjuncts earn \$500 Lead Adjunct pay per semester for each Fall or Spring semester assigned as Lead by the respective Dean/Associate Dean.
7. The ECH rate for full time staff members who also work as adjuncts will be paid \$765 per ECH. Full time staff, who teach as adjunct beyond their normal work assignment during normal work hours, must use paid time off or receive approval for an alternate schedule to work the equivalent amount of time.
8. The ECH rate for full time staff members who retire from their full time position but continue to work as adjuncts will be paid \$765 per ECH.
9. Retirees who were formerly full time ICC faculty will be paid \$810 per ECH.
10. An adjunct may be requested by a Dean/Associate Dean to substitute to teach a class for another faculty member.
 - a. When an adjunct accepts such a substitution assignment, the substitution pay shall be at a rate of \$40 per contact hours.

11. Adjunct faculty may teach up to a maximum of 12 contact hours for Fall/Spring (or 27 hours); 6 contact hours for Summer (or 13.5 hours) allowing for two (2) hours of office time per semester. In no case shall any combination of an adjunct's load, lab, office or regularly scheduled meeting time exceed 29 hours per week or 27 contact hours per semester.

Additional Adjunct Benefits for 2019-2020

Tuition Reimbursement:

Adjunct faculty are eligible for a \$170/credit hour tuition reimbursement program for courses taken elsewhere with prior approval following these requirements.

1. Eligible adjunct faculty have completed at least three (3) successful semesters of teaching at ICC as documented by classroom observations.
2. The course to be taken directly relates to their teaching.
3. Taking the course fulfills part of their Professional Learning Plan and has been approved by the Dean/Associate Dean and Human Resources prior to taking the course.
4. Only grades of "A" or "B" are reimbursed once the grade report is provided to Human Resources.
5. One course per year per adjunct faculty member should be approved due to the limited total funds available of \$2,500.

Tuition Waivers:

Adjunct faculty are eligible for 1 tuition-free credit class (not to exceed 5 credit hours) for each term taught for themselves or their eligible dependents. Tuition waivers may be applied during the same term class is being taught or taken within one calendar year of the semester when the teaching occurred. The dependent benefit is available to adjunct faculty members after three (3) successful terms of instruction.

Sick/Personal Leave:

Adjunct Faculty, in case illness or other personal problems necessitate absence; notify your Dean/Associate Dean or Teaching/Program Chair immediately. Adjuncts are granted one-hour sick leave per ECH taught per semester. This paid time off is for that semester only and is not cumulative. Example: an adjunct who teaches a total of 6.5 ECH in a semester will receive a total of 6.5 hours to use for sick/personal leave without reduction in pay. This is subject to the approval of the Dean/Associate Dean.

Adjunct faculty who have taught 12 or more semesters will receive one additional day of sick leave time each semester. This paid sick leave is for that semester only and is non-cumulative. It can only be used in one day and cannot be split into hours over multiple days.

Emergency Day:

At the discretion of the Dean/Associate Dean, adjuncts may receive one additional "emergency day" to be used for those circumstances which cannot be avoided. This is for that semester only and is non-cumulative. It can only be used in one day and cannot be split into hours over multiple days.