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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 1, 2013

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION
TO ADOPT REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL
OF THE CITY COLLEGES OF CHICAGO
2013-2014
OFFICE OF ACADEMIC AFFAIRS

WHEREAS, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

WHEREAS, the City Colleges of Chicago Academic Policy and Procedures Manual has been developed to ensure that protocols for instruction and related academic elements are established, reviewed and publicly communicated;

WHEREAS, Section 4.3 of the Board Bylaws of City Colleges of Chicago provides for the adoption of policies and states that:

“The Board may adopt, from time to time, policy statements, guidelines, procedures, regulations, collective bargaining agreements, codes of conduct, or similar documents issued for the governance of the Board, the District and the Colleges.”

WHEREAS, the Academic Policy and Procedures Manual has been revised to include guidelines for non-instructional employees to teach at the colleges (the Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached as Exhibit A and B); and

WHEREAS, the Officers of the District support the new policy revision to the Academic Policy and Procedures Manual that is being recommended by the Provost and Chief Academic Officer;

NOW, THEREFORE BE IT RESOLVED, that the revision to the Academic Policy Manual be adopted by the Board of Trustees effective August, 2013, and posted on the City Colleges of Chicago website.

August 1, 2013 – Office of Academic Affairs

**EXHIBIT A
EXECUTIVE SUMMARY
ACADEMIC POLICY REVISION – 2.15M**

Submitted by Academic Affairs for review by the CCC Board of Directors – August, 2013

Subject:

Guidelines for Non-Instructional Employees to Teach- Index Number 2.15M

Purpose:

The accompanying policy establishes guidelines for non-instructional employees to teach part time.

Summary of Policy Change

Current Policy	Proposed Policy Change
Full and part time non instructional employees may be approved to teach	Only full time, salaried, non-instructional, employees may be approved and assigned to teach credit courses.
Exempt is not specified	Employees must be classified as 'Exempt' , according to the Fair Labor Standards Act
If noncredit courses, Provost may approve more than 8 hours	If noncredit courses, only 6-8 hours is allowed
	College Vice President must approve and sign
Preparation time generally specified	Preparation time must not be completed during scheduled work hours and subject to the same rules as any part time instructor.
<ul style="list-style-type: none"> • President and/or Provost approval to teach more than 8 hours per semester • More than 34 work hours may be assigned temporarily with written approval 	Any exception must be sent by the college VP to the Provost <u>and</u> VC of HR before the employee is assigned to teach

EXHIBIT B

Index Number 2.15M

CITY COLLEGES OF CHICAGO ACADEMIC POLICY

SOURCE OFFICE: Human Resources ISSUED BY: S. Tomino DATE: 9/25/12

REVIEWED: 2012; 2013

REVIEWED BY: ACADEMIC AFFAIRS, HUMAN RESOURCES, AND PROVOST

ISSUER'S SIGNATURE: ON FILE

SUBJECT: Guidelines for Non-Instructional Employees to Teach

POLICY:

I. PURPOSE

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

II ELIGIBLE EMPLOYEES

Full time salaried employees that are classified as 'exempt' in accordance with the Fair Labor Standards Act may teach ONLY one class per term.

II. GUIDELINES

Following are the teaching guidelines for full time non-instructional, exempt employees.

1. A full-time non-instructional, exempt employee who wishes to teach MUST meet the appropriate qualifications to teach.
2. A full-time 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).
3. A full-time 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.
4. The teaching request and the adjusted work schedule must be reviewed, approved and signed by the College Vice President.

5. A full-time non-instructional, exempt employee approved and assigned to teach credit courses may teach no more than one (1) course per semester. If approved to teach non-credit courses, the employee may teach no more than 6 to 8 hours per semester.
6. A full-time 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.
7. 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.

III. CALCULATION OF PAY

A full-time 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.

IV. EXCEPTIONS

Any exceptions to this policy must be submitted by the college Vice President or their designee to the Provost and Vice Chancellor of Human Resources for approval prior to assigning the employee to teach any course.