

**32171**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**FEBRUARY 6, 2014**

**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**  
**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 instructional employees to teach at the colleges (The Executive Summary and Revisions to the Academic Policy and Procedures Manual are attached); and

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

**NOW, THEREFORE, BE IT RESOLVED**, that the revisions to the Academic Policy and Procedures Manual be adopted by the Board of Trustees effective February 6, 2014 and posted to the City Colleges of Chicago website.

## **EXECUTIVE SUMMARY**

### **REVISIONS TO THE ACADEMIC POLICY AND PROCEDURES MANUAL OF THE CITY COLLEGES OF CHICAGO February 6, 2014**

- **Index Number 2.14A - Assignment of Faculty from Other City Colleges**
  - Replace with a requirement to review for both the home college and the receiving college Vice Presidents.
  - Policies 2.15C and 2.15L also apply as applicable
- **Index Number 2.15C – Overtime Assignment**
  - Replace with a requirement to review by the Vice President of the faculty member's home college.
  - Policies 2.14A and 2.15L also apply as applicable

City Colleges of Chicago  
Academic Policy Comparison – Revision Summary – February, 2014

<b>Current Policy</b>	<b>Proposed New Policy or Revision</b>
<b>Index Number 2.14A – Assignment of Faculty from Other City Colleges</b> Vice President approves assignment to teach CDL	<ul style="list-style-type: none"><li>• Changed approve to review.</li></ul>
<b>Index Number 2.15C – Overtime Assignment</b> Vice President approves overtime assignment	<ul style="list-style-type: none"><li>• Changed approve to review.</li></ul>

**INDEX NUMBER 2.14A**

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

**SOURCE OFFICE:** Academic Affairs

**ISSUED BY:** H. Chausow

**DATE:** 5/8/80

**REVIEWED:** 1991, 1998, 2000, 2009, February, 2014

**REVIEWED BY:**

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE CHANCELLOR

**ISSUER'S SIGNATURE:** ON FILE

**SUBJECT:** Assignment of Faculty from Other City Colleges

The Academic Vice President of a faculty member's home college and the Academic Vice President of the receiving college must review all assignments (classes and/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.

Any assignments, including Continuing Education and CDL, that apply to faculty members from other colleges must follow the above procedures.

**INDEX NUMBER 2.15C**

**CITY COLLEGES OF CHICAGO  
ACADEMIC POLICY**

**SOURCE OFFICE:** Academic Affairs    **ISSUED BY:** H. Chausow

**DATE:** 2/20/81

**REVIEWED:** 1991, 1998, 2000, 2009, February 2014

**REVIEWED BY:**

ACADEMIC VICE PRESIDENTS, ASSOCIATE VICE CHANCELLORS, AND VICE CHANCELLOR

**ISSUER'S SIGNATURE:** ON FILE

**SUBJECT: Overtime Assignments**

No overtime assignments are to be given to a faculty member from another of the City Colleges until the Academic Vice President of the faculty member's home college has been contacted and has reviewed the assignment.

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. This applies to College Credit, CDL, and Adult and Continuing Education class assignments.