

**ELGIN COMMUNITY COLLEGE FACULTY ASSOCIATION
SUPPLEMENTAL ASSIGNMENT CHART
HOURLY RATE AND SEMESTER ASSIGNMENTS**

| Category | Position | Description | Compensation |
|--|---|--------------------|---|
| ACCREDITATION/ CERTIFICATION | | | |
| Accreditation/Certification Report Writing | Accreditation Report Writer | | L2 S2 UA2* hourly not to exceed forty (40) hours unless approved by supervising administrator. Hours are required to be tracked and submitted to the Dean for approval. |
| American Bar Association (ABA) Certification Report Writing | American Bar Association Report Writer | | L2 S2 UA2* hourly not to exceed sixty (60) hours unless approved by supervising administrator. Hours are required to be tracked and submitted to the Dean for approval. |
| American Bar Association (ABA) Site Visit Coordination | American Bar Association Site Visit Coordinator | | L2 S2 UA2* hourly not to exceed forty (40) hours unless approved by supervising administrator. Hours are |

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| | | | required to be tracked and submitted to the Dean for approval. |
| Human Services Site Visit Coordination | Human Services Site Visit Coordinator | | L2 S2 UA2* hourly not to exceed thirty (30) hours unless approved by supervising administrator. Hours are required to be tracked and submitted to Dean for approval. |
| BRIDGE PROGRAMS (NOT INCLUDING CREDIT) | Unless otherwise specified in a grant | | |
| Youth and Adult | | Coordination, curriculum development, teaching, and prep | \$40/hour |
| COACHES/ADVISORS/ ASSISTANTS | | | |
| ECC Observer | Advisor | | 3 hrs. VOL/year |
| Forensic Team AND Mock Trial Team | Coach Per Team | | 6 hrs. release/semester |
| Spire | Advisors (1 Art Faculty, 1 Lit Faculty) | Supervise and schedule student production of Spire | 1.5 hrs. VOL/year for Lit Faculty 1.5 hrs. VOL/year for Art Faculty 1 hr. VOL/year for primary layout/technical for Art Faculty |

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| Tournament or Event—not including compensated Fulltime coaches | UA Driver or Assistant | Drive time and/or time at event | \$25/hour |
| Adult Ed National Honor Society | Advisor | Drafting documents, outreach to faculty, establishing member database, reaching out to students, planning induction ceremonies, establishing structure of the group, reviewing potential candidates, regular meetings with students, communicating with the national organization and other campus organizations | 1.5 hrs VOL/semester |
| COMMITTEE CHAIRS | | | |
| Technology Advisory Committee | Co-chair | | 1 hour release or VOL/semester |
| Assessment Committee | Chair | | 3 hrs. release/semester |
| GIST | Co-chair | | 3 hrs. VOL/semester |
| MAGIC | Chair (or Co-chairs) | | 3 hrs. VOL/semester (shared) |
| Textbook and Course Materials Cost Reduction Strategy and Implementation Team | Co-chair | | 3 hrs. VOL/semester; summer 1.5 VOL or \$50/hr. meeting time in summer not to exceed \$1,400 |
| Teaching/Learning for Inclusivity, Diversity, and Equity (TIDE) | Co-chair | | 3 hrs. Vol/semester |
| Undocumented Student Support Committee | Co-chair | | 3 hrs. VOL/semester; summer 1.5 VOL or \$50/hr. meeting time in summer not to exceed \$1,400 |

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| CURRICULUM DEVELOPMENT | | | |
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| Program Development | UAs (if no FT available) | (in FT job description) | \$50/hour up to 50 hours |
| New Course/Curriculum Development | UAs (if no FT available) | (in FT job description) | \$150/course contact hour developed up to \$900 |
| Transitional Course Support | Faculty (FT and/or PT) | <p>Assist high schools with instructional design and necessary professional development</p> <p>Collect and manage documentation for the Local Advisory Panel and State Portability Panels, including course syllabi</p> <p>Annually meet with D509 high school staff and faculty to review student learning data</p> <p>Annually meet with D509 high school staff and faculty to strengthen student learning and/or teaching practices</p> <p>Provide ongoing support for D509 high school faculty teaching transitional courses</p> | \$50/hour |
| CTE Contextualization Project | Faculty (FT and/or PT) | <p>Review contextualization models and potential methods for instruction</p> <p>Review textbooks/manuals to assess reading levels and complexity of tasks</p> <p>Review assignments to assess reading and writing expectations</p> <p>Assess scaffolding needed to prepare students for assignment</p> | \$50/hour |

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| | | Identify literacy and study strategies that could supplement content instruction Define plan for literacy instruction | |
| DIRECTORS | | | |
| Alliance for College Readiness | Director | | 6 hrs. release/academic semester \$50/hour in summer term, not to exceed \$4,500 |
| Writers' Center | Director | Plan & schedule literary events and authors visits | 3 hrs. release/academic semester plus 3 hrs. VOL/academic semester |
| The Write Place | Director | Set operating schedule, recruit and recommend tutors for hire, provide training to tutors, hire and supervise student workers, complete all reports | 3 hrs. release/academic semester plus 3 hrs. VOL/academic semester 3 hrs. release/summer, if applicable |
| Math Lab | Director | Set operating schedule, recruit and recommend tutors for hire, hire and supervise student workers, complete all reports | 3 hrs. release/academic semester plus 3 hrs. VOL/academic semester 3 hrs. release/summer, if applicable |
| Honors Program | Director | Recruit faculty, work with deans to schedule honors sections, program development, attend conferences . . . | 6 hours release/semester (including summer as necessary) |
| Medical Imaging | Interim Dir Asst. | Provide assistance during vacancy of Medical Imaging Director position | 10% stipend |

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| <p>Undergraduate Research, Innovation, & Creativity Program</p> | <p>CURIC Director</p> | <p>Recruiting faculty mentors, develop and implement center processes and procedures, marketing center opportunities to students, facilitating informational sessions for faculty and students, providing workshops for students on research topics, encouraging faculty engagement with the ECC grants office, providing an annual platform for a student research showcase, collaborating with other campus stakeholders, facilitating administrative center tasks, conference attendance and presentation, annual reporting</p> | <p>6 hrs release/semester \$50/hr summer term not to exceed \$4,500</p> |
| <p>Center for Civic Engagement (CCE)</p> | <p>Director/Co-Directors</p> | <p>Recruit, train, & supervise ECC student Civic Leaders and projects; Supervise student Civic Leaders travel; Establish and maintain the CCE; Develop workshops or national or local issue forums; Determine the qualifications for the ALL IN Campus Democracy Challenge and the college-wide efforts required to achieve ALL IN excellence in nonpartisan student democratic engagement; Establish relationships and partnerships with nonpartisan organizations that serve to advance civic education; Establish a relationship with the Kane County Board of Elections in order to facilitate requests for ECC to serve as an early voting location; Coordinate a service-learning effort(s) with a local nonprofit(s); In conjunction with</p> | <p>6 hours release/semester; summer \$50/hr not to exceed \$4,500 (may be split between co-directors)</p> |

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| | | <p>Student Life, co-create college-wide programming and voter registration efforts for Constitution Day and National Voter Registration Day; The CCE will make every effort to invite elected, appointed, or other officials on a nonpartisan and/or bipartisan basis to Center events, including but not limited to an annual Lobbying Day. The invitations extended to Center events will depend (1) upon the topical nature of the event, (2) the applicable level/s of government, and (3) the applicable jurisdiction of elected, appointed or other officials being extended an invitation to nonpartisan and/or bipartisan events (e.g., local school board/s, Community College District 509, state and/or federal legislators, City of Elgin legislators, Elgin City Council members, etc.);</p> <p>Coordinate efforts with Career Services to refer Civic Leaders to legislative and other governmental internships and employment opportunities; Coordinate marketing/promotion; Assist with budget development and tracking; Track, analyze, and report data</p> | |
| GRANTS | | | |
| Grant Writing | | Preparing grant narrative budgets | \$50/hour (established rate) |
| ICAPS | Instructor | Special Agreement | See Fall 2011 Agreement |
| HUMANITIES | | | |

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| Humanities Center | Chair/Director | | 3 hours release or VOL/semester |
| Socrates Café or International Films | Chair/Director | Schedule, advertise, and run sessions or find and schedule films | 3 hours VOL/academic year each |
| LAB MANUALS/ADJUNCT FACULTY HANDBOOKS | | | |
| Initial Development or Revision | Writer/compiler/Reviser | Create or update manual | \$50/hour, not to exceed \$2,000 |
| LEARNING COMMUNITIES | | | |
| Learning Communities | Development per Faculty Member | | \$500/1 st time |
| Learning Communities | Teaching per Faculty Member | | 15% stipend in 1 st semester and for both faculty whenever one faculty member changes |
| MUSIC/THEATER | | | |
| Concert Band, Steel Band, Jazz Ensemble, Improvisation, American Roots, Electronic Music Ensemble, Hip Hop Ensemble | Director | | \$1,500/semester |
| Music Festival | Director | | \$3,000/year |
| Conservatory | Manager | | \$25/hour |
| Exhibition Assistance | | | \$25/hour |
| Music/Theater | Music Lessons | | L2 S2 UA2* hourly or \$50.61, whichever is greater |

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| Music/Theater | Production Directors | | 6 hours release time or voluntary overload in the semester the production takes place |
| Guest Curator | | | \$50/hour. max of \$2,000 |
| ORIENTATION/WORKSHOP | CETL or OTHER | | |
| New FT Orientation | Presenter (Typically 4 hours Opening Week) | | \$50/hour (presentation time only) |
| New Adjunct Orientation, CETL New Hires (Special Initiatives) | Presenter Unit Adjunct Attendance | | \$50/hour (presentation time only) \$28/hour |
| Peer Mentoring | Mentor-Coaching | Mentoring | \$50/hour Note: Rate applies for mentor/coach assisting faculty on improvement plan, but in this case mentee is unpaid |
| Math Mentoring (Added April 2014) SSI Project | Mentee-Unit Adjunct + Mentor | | \$50/hour mentor \$28/hour mentee |

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| ECC Teaching Pairs | Mentor and Mentee | <p>Mentor: Attend one initial 60 minute training session</p> <p>Mentor: Identify resources, develop discussion questions, respond to ongoing questions, and participate in five one-hour mentoring sessions</p> <p>Mentee: Prepare for one-on-one sessions by developing questions and sharing teaching materials such as syllabus, assignment descriptions, and instructional videos</p> | <p>Pay at committee meeting rate in Article 8.15 to attend training session</p> <p>L2 S2 UA2 hourly* for five one-hour sessions</p> <p>Pay at committee meeting rate in Article 8.15 to attend five one-hour sessions</p> |
| Mandatory Workshop Attendance | Unit Adjunct Attendance | | \$28/hour |
| Workshop Presentation | Workshop Presenter | | \$50/hour, max \$400 |
| Other Mentoring | Mentor | | \$50/hour |
| Undergraduate Research, Innovation & Creativity | CURIC Mentor | Engaging in a semester or year-long research project with an ECC student, providing a project description to advertise and attract students, providing project outcomes, preparing students to present at the annual student research showcase | \$1,000 stipend/semester |
| SKILLS ASSESSMENT | | | |
| Skills Validation | Skills Validator | Includes but is not limited to presenting/tutoring/assessing practical skills | L2 S2 UA2 hourly* |
| English Placement Reading | Coordinator | Recruit Readers; Schedule Readings Assemble Reports; Update Test Prompts; Schedule norming readings | 3 hrs. release/semester; Summer \$50/hr. not to exceed \$2,500 |

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| Developmental Math Coordination | Developmental Math Coordinator | Develop, maintain, and distribute materials to support Math 090 faculty in implementing first-week remediation in every Math 090 class. | L2S2/hr not to exceed 50 hrs for initial development of materials; L2S2/hour not to exceed 20 hours for coordination with Math 090 faculty and/or classroom visits and/or coordination with testing center |
| | | Collaborate with Academic Advisors and/or Student Success Coaches on relevant and effective intervention strategies, services, programs and/or initiatives that would benefit students' progress in developmental math courses and report these efforts to the math department. | L2S2/hour not to exceed 20 hours |
| | | Conduct Math 099 content-specific interventions regularly throughout the semester. | L2/S2/hour not to exceed 40 hours |
| | | Review syllabi or Math 098 and Math 099 sections to coordinate implementation of HB2170 reforms. | L2S2/hour not to exceed 10 hours |
| English Placement Reading | Contingent English Essay Reader | Reads and scores English placement essays | \$2/essay |

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| Final Course Grading | Instructor | Complete final course grading in cases of unexpected faculty absence. May include re-grading assignments, creation and administration of assessments, and submission of final grades. | \$50/hr. |
| SKILLSUSA | | | |
| SkillsUSA | Chapter Liaison** | Serves as the College Liaison for SkillsUSA Illinois State Leadership and Skills Conference participation | .5 hour VOL/Fall semester Additional .5 hour VOL/Fall semester when participating in the Leadership Conference 3 hrs. VOL/Spring semester |
| SkillsUSA | Contest Supervisor | Prepares for and hosts SkillsUSA Illinois State Qualifying Conference North competition in ECC classroom | L2 S2 UA2* hourly Not to exceed 10 hours unless approval has been received from the supervising administrator |
| SkillsUSA | Skills Practice Facilitator | Provides extra support and skills practice opportunities to students preparing to participate in SkillsUSA Illinois State Leadership & Skills Conference competition | 1 hour VOL/year (may be divided among more than one faculty member) |
| SPECIAL TUTORING | | | |
| Math Final Exam Review | Instructor | | L2 S2 UA2* Hourly or \$50/hr., whichever is greater |

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| Early Childhood Education Lab Visitation | Instructor | | L2 S2 UA2* Hourly |
| STUDENT SUCCESS -AtD | | | |
| Faculty Research Community | Approved participant | Annual (two installments) | \$1,200 |
| Faculty Research Community | Director | | 3 hours VOL/semester or 1.5 each if split/shared |
| Student Success Initiative Incubator (SSII) | SSII Co-Chair | Co-chair shares responsibility for setting meeting agendas, facilitating meetings, providing leadership for activities | 3 hrs. VOL/semester; summer 1.5 VOL if SSI actively meeting or \$50/hour meeting time in summer, not to exceed \$1,400 (equiv. to 1.5 VOL) |
| ESSAC (Equity, & Student Success Action Council) | Strategy Team Leaders | Co-chair strategy teams focusing on special topics identified by ESSAC (# of taskforces to be determined, as needed) | 3 hours VOL/semester; summer 1.5 VOL if SSI actively meeting or \$50/hour meeting time in summer, not to exceed \$1,400 (equivalent to 1.5 VOL) |
| MISCELLANEOUS | | | |
| Cadaver Dissection | Qualified Faculty | When class not available | \$120/hour/cadaver Averaging 27 hours/body |
| Assessment Committee Project | Reading/Assessing Essays | | Current Placement Reading Rate |
| Skyway Competition | Event Coordinator | Organize submission, collection, and judging of entries | 3 hours VOL/year |
| Videography | Videographer | Production of videos | \$50/hour |

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| PIE Project Work | Data Analyst | Quantitative & Qualitative projects under direction of IR | \$40/hour max number of hours to be determined by IR |
| Specialized Report Writing | Specialized Report Writer | Special projects requiring data collection, analysis, and report writing | \$50/hour max number of hours to be determined by project, if applicable |
| ECC 75 th Anniversary Book | Primary Editor | Collect all individual pieces of writing, including decisions on pieces to include through to final proofing. Receive and refine rough drafts. Ensure all pieces are written in a uniform voice. Work w/designer on layout. Edit the printer's proof and oversee corrections and changes. Review existing 60-year Anniversary Book and update articles as needed. | 3 hrs. release/FA2023 semester |
| Application Review: Adjuncts Serving on Search Committees | | In addition to receiving the committee meeting rate of pay for attending search committee meetings, adjunct faculty will receive a flat rate of \$56 (equivalent to 2 hours at the committee meeting rate of \$28/hr.) for the purpose of reviewing applications. | Flat rate of \$56 for 2 hours at the committee meeting rate of \$28/hr. |

Note: References to the VOL rate refer to the Voluntary Overload Teaching Faculty rate.

***L2S2 UA2 HOURLY SCHEDULE (per Appendix A-3 of the ECCFA contract)**

| | |
|-------------|----------------|
| 2023 | \$52.86 |
| 2024 | \$54.84 |

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