

**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 per semester or release time from instruction equivalent to three credit/contact hours per semester
Forensic Team AND Mock Trial Team	Coach Per Team		6 hrs. release/semester

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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
EDI Faculty Fellow	Faculty (FT and/or PT)	Leads projects, in collaboration with CETAL and other faculty when appropriate, for the creation of	3 hrs. release or VOL/semester

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		asynchronous professional development courses. Contributes to existing asynchronous faculty development resources. Aids in developing and leading workshops on topics aligned with college's EDI focus for a given year. Carries out research projects and develops recommendations.	
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
CURRICULUM DEVELOPMENT			
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

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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
		<p>Identify literacy and study strategies that could supplement content instruction</p> <p>Define plan for literacy instruction</p>	
DIRECTORS			

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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
Undergraduate Research, Innovation, & Creativity Program	CURIC Director	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	6 hrs release/semester \$50/hr summer term not to exceed \$4,500

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		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	
Center for Civic Engagement (CCE)	Director/Co-Directors	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 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	6 hours release/semester; summer \$50/hr not to exceed \$4,500 (may be split between co-directors)

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		<p>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			
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

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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, Concert Choir, Steel Band, Jazz, Improvisation, American Roots, Electronic Music, Hip Hop	Ensemble Director	Maintain inventory of equipment and music library; Prepare rehearsal space; Choose repertoire and arrange parts; Present a minimum of one performance each semester; Monitor and assist with planning ensemble budget; Organize recruiting activities and promotional materials.	1.5 hours release or VOL/semester
Music Festival	Director		\$3,000/year
Conservatory	Manager	Coordinate private music lesson instruction, schedule juries and recitals, serve as liaison between private music lesson instructors and Arts Center staff	\$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	Producer	Research and select show to produce; recommends contractors to hire for production; coordinates auditions; attends production meetings; monitors production spending	6 hours release time or voluntary overload in the semester the production takes place
Guest Curator		Create curatorial projects	\$50/hour. max of \$8,000
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
Nursing Clinical Orientation & Training	Nursing Trainee	Complete onsite and/or online orientation and training in compliance w/requirements of ECC's Heath Professions Partner Agencies	\$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 70 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 80 hours
		Conduct Math 099 content-specific interventions regularly throughout the semester.	L2/S2/hour not to exceed 20 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.

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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
2025	\$56.89