UNIVERSITY OF ILLINOIS AT SPRINGFIELD
CAMPUS SENATE AY 2005/2006
RESOLUTION 35-4

Revisions to Article 9, 10 (Faculty Personnel Policies) and
the addition of a Compensation Schedule (Appendix 15)

WHEREAS, the current Faculty Personnel Policies contain a number of specific compensation amounts for faculty;

WHEREAS, the Faculty Personnel Policies should contain general guidelines, rather than compensation specifications;

WHEREAS, these compensation amounts do not have any type of review schedule or review committee;

WHEREAS, current statements involving compensation need revisions to make them parallel with current practice;

THEREFORE, BE IT RESOLVED THAT: the following changes to Article 9, Article 10 and the addition of Appendix 15 to the Faculty Personnel Policies be approved:

ARTICLE 9

PROFESSIONAL RESPONSIBILITIES

Section 1. General Description of Professional Responsibilities
Professional responsibilities include instructional and non-instructional activities and those responsibilities that are consistent with professional obligations, duties, and expectations of university faculty. In addition to the general professional ethics and standards expected of University faculty, as articulated in the AAUP Statement on Professional Ethics (See Appendix 2), faculty members shall perform professional responsibilities as described in this Policy. Professional responsibilities include teaching, scholarship and service. Compensation for responsibilities and activities beyond that of a faculty member's regular workload governed by this article will be specified in Appendix 15. This compensation schedule (Appendix 15) will be reviewed every two years by an advisory committee consisting of the Deans and a faculty representative from each college, including the library, appointed by the Campus Senate. This committee will make recommendations to the Provost who will present his or her recommendations to the Campus Senate for approval or rejection without amendment.

Section 2. Academic Year Contract Obligations

The obligations of members of the faculty on an academic year contract shall start with the beginning of the Fall Semester, as established by the Campus between August 15 and August 31 and shall extend for nine (9) consecutive months. Each Academic Year shall consist of two (2) sixteen-week (16-week) semesters of instruction, with a week preceding each semester for student advising, registration, Department or Program and College meetings and other preparatory activities, and the submission of grades by dates specified by the Campus.

Section 3. Workload Plan and Guidelines

Each Department or Program shall develop, approve, and forward to the appropriate Dean for approval a written workload plan for each faculty member. The plan shall be developed each Spring in accordance with the schedule of courses to be offered in the academic year beginning the following Fall. Workload plans may be modified in accordance with the provisions of this Article. In preparing the plan, the following standards shall be applied:
A. Credit generating classroom instruction, including distance learning, for each semester for each full-time teaching member shall be not more than twelve (12) workload hours nor less than eight (8) workload hours in classroom instruction except as provided in this Section. The academic year average for each faculty member shall be twelve (12) workload hours per semester. Workload hours for faculty are not necessarily identical to credit hours of instruction. For the purposes of determining workload, a three (3) credit hour course shall count as the same workload as a four (4) credit hour course.

B. Clinical instruction workload shall be determined according to the current practices in effect.

C. The laboratory portion of a lecture-laboratory course is a separate and additional part of the supervising faculty member’s workload. Laboratory workload is based on the number of scheduled student contact hours each week, with each contact hour counted as one (1) hour of workload. Courses in which an assistant helps with the laboratory portion may count for less workload than stated above if the faculty member’s Department or Program and the Dean both agree. In the event of disagreement between the Department or Program and the Dean, the VCAA will resolve the dispute.

D. Overload compensation for faculty members who supervise Individual Option and Liberal Studies students in field work, independent study, tutorial, and/or final demonstration projects shall be specified in Appendix 15.

E. Faculty members in the Center for Teaching and Learning (CTL) teach and advise students in a variety of formal and informal contexts. CTL faculty appointed full-time in the CTL shall work an average of forty (40) hours per week, according to a schedule approved by the CTL staff and forwarded to the appropriate Dean for approval. A faculty member appointed full-time in the CTL may teach university courses as approved with an appropriate adjustment in her/his regular workload. Teaching workload for joint appointed faculty in the CTL shall be determined at the time of joint appointment. If a
faculty member teaches a course which results in an overload, it must be handled according to the provisions of Section 3.I. of this Article.

F. The classroom teaching load for faculty members in the Applied Study (AST) and Experiential Learning Department or Program shall be not more than one (1) section of AST seminar each semester. Faculty members in the AST Department or Program shall work an average of forty (40) hours per week, according to a schedule approved by the AST Department or Program and forwarded to the dean for approval. If a faculty member teaches more than one (1) AST seminar it constitutes an overload, and must be handled according to the provisions of Section 3.I. of this Article.

G. Library faculty members shall work an average of forty (40) hours per week, according to a schedule approved by the Library faculty and forwarded to the University Librarian and Dean of Library Instructional Services for approval. Library faculty may teach university courses as approved with the appropriate adjustment in their regular workload. If Library faculty members teach a course which results in an overload, it must be handled according to the provisions of Section 3.I. of this Article.

H. Team-teaching of a single course by two (2) or more faculty members is recognized as an important way to enhance teaching and learning. For the purposes of this Policy, team-teaching is defined as extensive classroom interaction of the participating faculty members throughout the entire semester. This provision does not apply to classes in which professors meet alternately with the class or to instances where professors deliver occasional guest lectures. Workload credit for each faculty member teaching a team-taught course will be granted according to the current guidelines (see Appendix 3). Workload credit for team-taught courses will be approved as part of the workload plan for each faculty member in accordance with this section of this article.

I. Up to four (4) credit hours beyond the teaching workload (12 workload hours) may be taught by a faculty member during an academic year upon the condition that: 1) the
overload will reduce the instructional load proportionately for the following semester or academic year, or 2) that the instructor will be paid overload at the rate specified in this Policy. The manner in which overload is covered will be determined in advance by the Campus Administration and the faculty member concerned. In exceptional circumstances, faculty members who petition and receive approval by the Department or Program and Dean may teach more than one (1) overload course during an academic year. Overload compensation shall be specified in Appendix 15.

J. Courses in which students are enrolled for different Department or Program credit in the same class meeting at the same time will count as one (1) course and one (1) preparation for the purpose of this Article.

K. The Dean, in consultation with the College’s Executive Committee or Academic Cabinet, may approve recommendations for non-instructional assignments (NIAs) for research or service work in a research center or institute, for Department or Program development needs as determined by the Campus Administration, and for other short term administrative and/or developmental activities subject to the current guidelines (see Appendix 4). Such NIAs shall not reduce the classroom instructional minimum of eight (8) workload hours per semester except as judged appropriate by the Dean. An NIA, however, will be counted in lieu of classroom instruction when determining the workload average for the academic year.

L. The VCAA may approve non-instructional assignments for administrative and/or developmental activities subject to the current guidelines (see Appendix 4) and may approve campus level competitive research or curriculum development awards subject to the current guidelines.

M. Academic advising of students is a regular part of the responsibilities of a full-time faculty member. To that end, the full-time faculty member shall be available to meet with her/his students at mutually convenient times and places.
N. Arranging for student evaluations of all classroom teaching for each term is a regular part of the responsibilities of full-time faculty members. The form utilized may be the Campus accepted form or an alternative form approved by the Department or Program, the appropriate Dean, and the Vice Chancellor for Academic Affairs, completed by students anonymously and unavailable to the faculty member until grades for the given semester have been transmitted to the Registrar. Where an alternative is used, the appropriate Department or Program shall summarize the results and forward the summary to the Personnel File where it shall be retained permanently.

Section 4. Class Size

A. Upon recommendation from the Department or Program, the Dean, in consultation with the College’s Executive Committee or Academic Cabinet, shall establish maximum and minimum class sizes for department or program courses, based on divisional guidelines found in Appendix 5. For Public Affairs Colloquia and Liberal Studies Colloquia, the appropriate Campus committees will function as the Department or Program under this Section.

B. The Dean shall forward to the VCAA each Department’s or Program’s maximum and minimum class size for Department or Program courses.

C. If enrollment falls below the minimum established for a class, workload plans shall be adjusted in accordance with Section 3 of this Article.

Section 5. Summer Session

A. In the staffing of available courses during the Summer Session full-time faculty members shall be given preference over part-time and temporary or visiting faculty.

B. Taking into account the availability of funds, summer session teaching appointments shall be made by the VCAA which serve the following unranked priorities: to ensure the delivery of courses required by the department or program to serve special student needs such as prerequisite requirements and a primarily summer school market; to ensure an
adequate number of Campus required courses (LSCs and PACs) are offered in Springfield and at off-campus locations; and to meet student demand as shown by headcount enrollments generated by past offerings or projected student enrollments. In the distribution of remaining funds, if any, an effort will be made to provide for equitable distribution of courses among faculty members.

C. Faculty members shall receive notice of summer appointment by May 1. Such appointments shall be contingent upon enrollment.

D. Salaries for summer session shall be specified in Appendix 15.

Section 6. Department or Program Direction

A. Each department or program, through its by-laws, will make provisions for the selection and removal of the department or program chair, head, director, convenor or coordinator (hereinafter referred to as chair or head). Selection and duration of appointment for department or program chairs or heads shall be approved by the appropriate Dean and Vice Chancellor for Academic Affairs upon recommendations from the appropriate department or program. In the event the department or program is unable or unwilling to select a chair or head, the Dean will select a faculty member to provide direction; or should the Dean be unable to appoint a faculty member, the Dean’s office will provide administrative support to the department or program.

B. Either the department or program or the Dean may initiate discussions to remove a chair or head; removal normally requires concurrence both the department or program and the Dean. In the event the department or program votes to remove and the Dean wants to retain the chair or head, the Dean may ask the department or program for a second vote. If a simple majority of the department or program votes to remove, the process to appoint a new chair or head will begin. The department or program chair or head may not vote on the question of his or her own removal.
C. Both the department or program and the Dean shall annually evaluate the chair or head on her/his performance in providing department or program direction. The Vice Chancellor for Academic Affairs and the Steering Committee of the Campus Senate will jointly develop a form and a process for chair or head evaluation which includes input from department or program faculty and staff, a self-evaluation by the chair or head, and written feedback from the dean to the chair or head. Chair or head evaluation documents may be put in the faculty member’s personnel file only with her/his consent or in the event she/he claims her/his service as a basis for personnel actions.

D. Consistent with current guidelines (see Appendix 6), compensation (monetary or NIAs) shall be determined by the Dean in consultation with the College’s Executive Committee or Academic Cabinet.

Section 7. Off-Campus Instruction

A. Compensation for off-campus instruction shall be specified in Appendix 15.

A relocation allowance shall be paid to all faculty members teaching at off-campus sites.

B. A relocation allowance is a supplementary payment in addition to the faculty member’s regular salary. Travel reimbursements will also be paid, at regular and established rates, to faculty teaching off-campus.

C. Faculty members may not be required to teach at an off-campus site outside of the agreed upon workload procedures established in Section 3 of this Article.

Section 8. Professional Development Fund

A. Purpose

The Campus will establish a faculty professional development fund which will be housed in the Academic Affairs Division of the Campus to support faculty activities which are designed to enhance the performance of professional responsibilities of the faculty. The fund will include money for travel to professional conferences, association meetings, workshops and seminars, and other approved activities; and for contractual items such as
conference registrations, professional organizational memberships, duplicating services, or other professional development expenses which may be reimbursed out of contractual funds. The professional development fund is in addition to travel reimbursement funds budgeted for the purpose of supporting off-campus instruction and travel pursuant to administrative requests of faculty members to undertake other off-campus assignments (e.g., admissions recruitment, faculty recruitment, etc.) and to contractual funds budgeted for the purpose of supporting academic units or their equivalents in their day to day operations.

B. Funding

The Administration will provide funding per fiscal year for professional development travel and contractual items on a per capita basis. Each faculty member will be provided with access to a certain sum which shall be administered by the College and which is transferable to any other faculty member, but which shall be void after the deadlines established by the College. Faculty development compensation shall be specified in Appendix 15.

Reimbursement for travel expenses under this Article must be eligible under the rules promulgated by the State Higher Education Travel Control Board. Reimbursement for travel and contractual expenses must be consistent with applicable University policies and procedures related to travel reimbursement and contractual expenditures.

As soon as possible but not more than thirty (30) days following approved faculty travel for professional development, the faculty member shall submit, through the Dean’s office, a claim for reimbursement on the appropriate University travel reimbursement forms along with required receipts, documentation, and voucher(s).

ARTICLE 10

FACULTY APPOINTMENT PROCEDURES
Section 4. Consideration for Terms of Appointment

D. Contingency Arrangements of All Degree Requirements but Dissertation (ABDs)

Faculty appointed as lecturers with the expectation that they will complete their doctorate to move into tenure-track positions may be granted a contingency contract stating that their continued appointment is contingent upon completion of the dissertation by a date specified in their appointment letters, not to exceed the end of the first year of their appointment. Upon completion of the dissertation, as shown by a letter from the Dean of the College or other appropriate university official or an official transcript, the faculty member will be deemed to have satisfied the contingency and will receive a salary increase specified in Appendix 15.

Appendix 15

Compensation Schedule

I. Overload Compensation

A. Overload compensation for a three (3) or four (4) credit course overload shall be at least one half (1/2) of the faculty member’s regular monthly salary and half that amount for a two (2) credit course overload.

B. Overload compensation for faculty members who supervise Individual Option and Liberal Studies students in field work,
independent study, tutorial and/or final demonstration projects shall be
$45 per credit hour.

II. **Summer Teaching Compensation**

Salaries for summer session shall be based upon regular academic year salaries. Each faculty member employed during the summer session shall be paid one (1) month of her/his salary to teach a three-credit (3-credit) or four-credit (4-credit) hour course or non-instructional equivalent, and half that amount to teach a two-credit (2-credit) hour course or non-instructional equivalent.

III. **Off-campus instruction Compensation**

A relocation allowance shall be paid to all faculty members teaching at off-campus sites. The payments shall be $1050 for each course offered once per week over the semester at sites located 70 miles or more from the UIS campus, and $525 for each course offered once per week over the semester for sites less than 70 miles from the UIS campus. Payments shall be increased or decreased proportionately for courses which involve more or fewer trips to the off-campus site. Payment shall be adjusted for weekend intensive courses which require overnight stays. Each overnight stay shall be counted as an additional one and one-half (1 1/2) trips.

IV. **Completion of Dissertation Compensation**

Upon completion of the dissertation, as shown by a letter from the Dean of the College or other appropriate university official or an official transcript, the faculty member will be deemed to have satisfied the contingency and will receive a salary increase of at least one hundred fifty dollars a month ($150) or $1350 for nine (9) months effective the next pay period.

V. **Promotion Compensation**

Faculty receiving promotions to Associate Professor will receive an increase of $2,500 and to Professor an increase of $4,000. This increase will be made to their yearly, nine
(9) month base pay.

**VI. Faculty Development Compensation**

Each College will make available a minimum of $500 for travel and at a minimum $125 for contractual items to each faculty member.