

PERSONNEL – FACULTY

Table of Contents

	<u>Policy Number</u>
Contracted Personnel	4100
Appointment.....	4101
Contracts	4102
Personnel Records (Confidentiality of Personnel Records).....	4103
Oral Language Proficiency for Classroom Instruction.....	4104
Professional Development Activities.....	4105
Health Examinations	4106
Workload – Full-time Faculty and Adjunct Faculty.....	4107
Academic Rank.....	4108
Academic Freedom and Responsibility.....	4110
Ethical Standards.....	4111
Standards of Ethical Conduct	4112
Evaluation	4113
Attendance Accountability	4114
Tenure, Probation, and Non-Retention for Full-Time Faculty	4115
Substitute Teachers	4116
Part-Time/Adjunct Faculty.....	4117
Professionals in Clinical Settings.....	4118
Professional Development.....	4119
Tuition Reimbursement.....	4120

PERSONNEL – FACULTY

Table of Contents

	<u>Policy Number</u>
Tuition Waiver for Faculty Members and Immediate Relatives	4121
Travel (Attendance at Professional Meetings).....	4122
Grievances	4123
Fringe Benefits	4124
Salary	4125
Faculty Compensation: Payment for Summer, Overload, and Substitute Teaching	4126
Non-appointed Faculty Compensation: Substitute Teaching	4127
Retirement Compensation	4128
Tax Sheltered Annuities.....	4130
Employment-Related Accommodations	4131
Leaves.....	4132
Paid Leave – Illness.....	4133
Paid Leave – Bereavement.....	4134
Paid Leave – Professional Purposes	4135
Paid Leave – Personal.....	4136
Paid Leave – Sabbatical	4137
Unpaid Long-Term Leave – Personal or Professional.....	4138
Health Benefits for Retirees	4139

Policy No. 4100

5/22/1973

Updated 11/6/1978

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Contracted Personnel**

The administration is responsible for determining personnel needs and for locating suitable candidates for employment. An interview will be required before any person may be employed in a full-time position at Oakton College. The President will include an estimate of the cost of recruitment and selection in the annual budget.

The College will not discriminate against any employee or applicant for employment by reason of race, color, creed, religion, national origin, disability, age, sex, sexual orientation or marital status.

The President will ascertain that all persons nominated for employment meet all qualifications for the position as established by law and by the Board of Trustees.

Policy No. 4101

5/22/1973

Revised 6/38/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Appointment**

The Board of Oakton College will consider recommendations for appointment to full-time faculty positions when the appointee has complied with the College's application requirements and has been recommended by the appropriate dean/director to the appropriate vice president.

Policy No. 4102

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Contracts**

The Board hires full-time and part-time/adjunct faculty in accordance with the terms specified in the current contract negotiated between the Board and the Oakton College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4103

10/9/1973

Updated 11/12/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Personnel Records (Confidentiality of Personnel Records)**

Personnel records are intended solely for the use of the Board and the administration and are accessible to no one but the Board, the administration and the individual faculty member, except as stipulated in the contracts between the Oakton College Faculty Association/IEA-NEA, the Adjunct Faculty Association/OCC-IEA-NEA and the Board.

Policy No. 4104

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Oral Language Proficiency for Classroom Instruction**

In compliance with Section 3-29.2 of the Illinois Public Community College Act, which requires colleges "to ensure that each person who is not orally proficient in the English language attain such proficiency prior to providing any classroom instruction to students," all faculty members at Oakton College must be able to demonstrate proficiency adequate to communicate clearly and fluently with their students.

As a condition of employment, applicants for full- and part-time faculty positions must demonstrate their proficiency in interviews during the hiring process.

Policy No. 4105

5/22/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Professional Development Activities**

The College will arrange and conduct appropriate professional development activities sessions for all new and returning faculty within each academic year. Costs will be included in each annual budget.

Policy No. 4106

2/4/1975

6/28/1988

Revised and Renumbered 1/18/2000

Revised 1/20/2015

PERSONNEL – FACULTY**Health Examinations**

The Board or the President may require a health examination for any full- or part-time faculty member if there is reason to believe that the health of the faculty member constitutes a danger or threat to the individual employee or to the welfare of students or other employees. The Board will assume the expense not covered by the faculty member's insurance.

Policy No. 4107
1/27/1976
Revised 5/16/1989
Renumbered 1/18/2000
Revised 10/17/2006
Reviewed 1/20/2015
Revised 4/22/2024

PERSONNEL – FACULTY

Workload – Full-Time Faculty

Refer to Workload Procedure 4107 which is part of the contract between the Oakton Community College Faculty Association/OCCFA-IEA-NEA and the Board of Trustees of Community College District 535.

Workload – Adjunct Faculty Members

Workload provisions for adjunct faculty members are contained in the contract negotiated between the Board and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4108

1/17/1978

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Academic Rank**

The Board is responsible for designation of academic rank for new faculty members and for promotion of current faculty members. The Board will use Professional Advancement Credit (PAC) units to determine rank in accordance with terms contained in the academic rank questionnaire.

Policy No. 4110

5/22/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Academic Freedom and Responsibility**

Academic freedom and responsibility are defined in the contracts negotiated between the Board of Trustees and the Oakton College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4111

3/18/1975

Revised and Renumbered 1/18/2000

Revised 1/20/2015

Page 1 of 2

PERSONNEL – FACULTY**Ethical Standards****General Statement**

The Board of Trustees affirms a commitment to maintain the highest ethical standards at Oakton College to the student, the public, and the educational profession:

Commitment to the Student

The faculty of the College should measure its success by the progress of each student toward realization of the student's full potential. Faculty members should therefore work to stimulate the spirit of inquiry, and the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfilling their obligation to the student, faculty members:

1. Will not, without just cause, restrain the student from independent action in the pursuit of learning and will not, without just cause, deny the student access to varying points of view.
2. Will not deliberately suppress or distort their subject matter.
3. Will conduct professional business in such a way that they do not expose the student to unnecessary embarrassment or disparagement.
4. Will not on the grounds of race, color, creed, religion, national origin, disability, age, marital status, military status, socioeconomic status, gender, gender identity or sexual orientation exclude any student from participation in or deny the student benefits under any program, nor grant any discriminatory consideration or advantage.
5. Will keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
6. Will not tutor for remuneration students assigned to their classes.

Commitment to the Public

In fulfilling their obligation to the public, faculty members:

1. Will not deliberately misrepresent the College and will take adequate precautions to distinguish between their personal views and those of the College.
2. Will not knowingly violate standards of academic honesty in public expressions.
3. Will not interfere with a colleague's exercise of civil rights and responsibilities.
4. Will accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, nor offer any favor, service, or things of value to obtain special advantage.

See also Policy on Standards of Ethical Conduct, 4112, and Policy on Gift Ban Act, 1951.

Commitment to the Profession

Faculty members should recognize that the quality of the educator's professional service directly influences the public. They, therefore, should exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, faculty members should contribute actively to the support, planning, and programs of professional organizations.

In fulfilling their obligation to the profession, faculty members:

1. Will not deny membership in professional organizations on the grounds of race, color, creed, religion, national origin, disability, age, sex, sexual orientation, or marital status, nor interfere with the free participation of colleagues in the affairs of their association.
2. Will accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Will not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
4. Will withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
5. Will not misrepresent their professional qualifications.
6. Will not knowingly distort evaluations of colleagues.

4112

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Standards of Ethical Conduct**

The Board require that faculty members refrain from gaining through employment at Oakton College in ways that reflect, or might appear to reflect negatively upon the faculty member's or the College's standards of ethical conduct. Faculty members, in their capacity as Board employees, will not:

1. Receive gifts of significant monetary value from students, citizens, or vendors. Such gifts include money, services of any kind, or consumer goods other than samples and texts proposed for adoption, but exclude collective gifts from classes or teams or other groups when reported to the Vice President for Administrative Affairs.
2. Use the College's time, facilities, or mailing lists in connection with any activity for profit or gain outside the regular College program.
3. Accept reimbursement from vendors for travel or other expenses incurred in the process of inspecting the vendors' goods or services, but will in all cases apply for travel authorization from the College.

Policy No. 4113

3/21/1989

Revised and Renumbered 1/18/2000

Revised 8/15/2006

Reviewed 1/20/2015

PERSONNEL – FACULTY**Evaluation**

All full-time faculty members, both non-tenured and tenured, will be evaluated periodically in accordance with the established evaluation procedure.

Policy No. 4114

11/19/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Attendance Accountability**

Attendance requirements are stipulated in the Agreements negotiated between the Board and Oakton College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4115

3/17/1977

Revised and Renumbered 1/18/2000

Revised 8/15/2006

Reviewed 1/20/2015

Page 1 of 4

PERSONNEL – FACULTY**Tenure, Probation, and Non-Retention for Full-Time Faculty****I. Purpose and Definition of Terms**

Two types of probation, non-tenured faculty probation and tenured faculty probation, and the conditions relating to both, are described in this policy. Also described are the consequences of faculty performance that is judged by the administration to be less than satisfactory. The intent of the Board in adopting the policy is to ensure that full-time faculty offered continuing employment are current in their qualifications and are performing satisfactorily, and to assure fair treatment and full due process to all full-time faculty employed by the Board. The word “faculty” in this policy refers to the full-time faculty.

II. Preservation of Federal and State Constitutional and Statutory Rights

Nothing in this Policy constitutes a waiver of any Federal or State of Illinois laws entitling members of the faculty or the Employer to due process of law or fair and just cause in matters of discipline and/or discharge; nor shall any provision of this Policy be construed as a bar to the assertion of any of those rights. Nothing contained in this Policy shall be construed to be in conflict with the Illinois law.

III. Non-tenured Faculty**A. Legal and Institutional Context of Tenure Decisions**

Oakton College follows the provisions for awarding tenure described in Sec. 3B-2 of the Public Community College Act (110 ILCS805/).

All faculty in their first three years of employment at Oakton College are considered to be on non-tenured faculty probation. During this period their performance will be evaluated by their supervisors on an ongoing basis in accordance with Procedure P4113, Faculty Evaluation Procedure. If, in accordance with that evaluation procedure, the administration deems a faculty member unsuitable for continued employment, he/she will not be rehired as a full-time faculty member for the subsequent year.

In each of these first three years of employment, the faculty member will be notified by the President by March 1 if he/she will not be rehired for the subsequent year. If he/she is not rehired, no internal appeal procedure will be available to him/her, except as specified in the OCCFA collective bargaining agreement. Termination of employment for non-tenured faculty members is subject to approval by the Board of Trustees. If, by March 1 of their third year of employment, a faculty member has not been notified that their employment is terminated, or that the Board has extended the probation period for one additional year, as specified in the Public Community College Act (110 ILCS 805/), the faculty member will enter upon tenure.

In accord with Section 3B-3 of the Public Community College Act, Oakton College Procedure P4113 specifies the process to be used to evaluate non-tenured faculty members.

Tenure recommendations are normally approved by the Board at their February meeting.

B. Dismissal of Non-Tenured Faculty

Non-tenured faculty are subject to non-reemployment or termination for the following reasons:

1. Completion of a full-time temporary appointment.
2. Layoff pursuant to a reduction in the number of faculty members employed by the Board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA Collective Bargaining Agreement.
3. Non-reemployment based upon the Administration's recommendation pursuant to Faculty Evaluation Procedure P4113.
4. Discharge for unprofessional, unsatisfactory, or insubordinate conduct that constitutes cause for dismissal. (Note: This only applies to mid-year terminations and not contract renewals.) If the Administration recommends termination of a non-tenured faculty member during the academic year for cause, he/she will be afforded appropriate procedural due process rights in a hearing conducted by the President or his/her designee. The faculty member shall be informed of his/her right to have an OCCFA representative at the hearing and will be given the opportunity to rebut the dismissal.
5. Upon conclusion of the hearing, the President will determine whether or not there is cause for termination, and, if so, will recommend dismissal to the Board. A faculty member may be suspended with pay prior to Board action. The Board will review the President's recommendation and take such action as it deems advisable.

C. Unsatisfactory Performance or Conduct by Non-Tenured Faculty

If a faculty member fails to comply with Board policy, standards of professional behavior, or contractual requirements, as described in IV. D, the dean will follow procedures described in Procedure P4115.

IV. Tenured Faculty

A. Reasons for Termination of Employment

A tenured faculty member shall have a vested contract right in continued employment as a faculty member, subject to possible termination only upon occurrence of one or more of the following:

1. Cause for dismissal. (This includes conviction of a felony that involves a violation of the College's mission and values.)
2. Substantive violation of terms of the collective bargaining agreement, which remains un-remedied after the probation process.
3. A reduction in the number of faculty members employed by the board, or a discontinuance of some particular type of teaching service or program, as provided in the OCCFA collective bargaining agreement.

All provisions of Board Policy (4110) on Academic Freedom shall apply. Evaluation and performance review will be conducted for all full-time faculty following the provisions of Procedure P4113, Faculty Evaluation Procedure.

B. Termination of Employment Because of Reduction in Faculty

Termination of employment for reason 3. above may occur in instances where the Board of Trustees determines a need for reduction in faculty. Such reductions may be for reasons of financial exigency or cutbacks in college discipline(s). See the OCCFA contract for the procedure to be followed in these circumstances.

C. Termination of Employment for Cause

Before recommending to the Board of Trustees the termination of a fulltime faculty member's employment for cause, the College will conduct a hearing to review charges and to hear a response, if possible, from the faculty member. The purpose of the hearing is to investigate the charge and determine whether there is a basis for recommending that there is cause for such termination of employment.

The President of the College, or designee, will schedule the hearing, to which the College and the faculty member may bring representation, advisors, and/or witnesses. A faculty member may be suspended with pay prior to Board action. Procedures and timelines for termination of employment, should the Board approve such action, are described in Procedure P4115.

D. Unsatisfactory Performance and Probation for Tenured Faculty

1. Basis of Evaluation

As a means of maintaining quality within Oakton's instructional program, evaluation of all full-time faculty will be carried out using as a basis Procedure P4113, Faculty Evaluation Procedure. Administrators will, on an ongoing basis, evaluate each faculty member's performance, paying particular attention to instructional effectiveness. If administrators believe that a faculty member may be failing to effectively deliver classroom instruction, failing to meet other generally accepted standards of professional behavior, or otherwise failing to abide by contractual requirements, they may intervene at any time.

2. Unsatisfactory Performance of Tenured Faculty

Unsatisfactory performance that involves teaching or subject knowledge skills, professional, or contractual responsibilities, and administrative intervention to remedy such performance, will be dealt with according to the process for "Administrative Interventions" specified in the OCCFA contract (section 6.7 A. in the 2005-2008 contract). This involves the development of a remediation plan with timetable, as described in the contract.

If the faculty member exercises his or her right to refuse the remediation plan, or if subsequent evaluation reveals continuing deficiency, the Dean may initiate probation procedures, as described in Procedure P4115.

3. Unsatisfactory Performance Consequences for Tenured Faculty

A tenured faculty member who has not yet achieved satisfactory performance at the end of the remediation plan referred to in part a. above will be recommended for Tenured Probation. This process is described in Procedure P4115.

V. **Board Dismissal of a Tenured Faculty Member for Cause**

Oakton College follows the provisions for dismissal of a tenured faculty member for cause described in Sec. 3B-4 of the Public Community College Act (110 ILCS 805/) and cited in Procedure P4115.

Policy No. 4116

3/18/1975

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Substitute Teachers**

Terms for substitute teachers are contained in the Agreement negotiated between the Board and Oakton College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4117

3/18/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Part-Time/Adjunct Faculty**

The Board recognizes that professionals who assume part-time/adjunct teaching responsibilities are important elements in the instructional program. In order to provide part-time/adjunct faculty members with an appropriate designation to be used as a professional title, the designation “Lecturer” has been established. This title is applicable to all part-time/adjunct professionals assigned to teach courses for credit.

Policy No. 4118

5/15/1979

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Professionals in Clinical Settings**

The Board recognizes the contribution to the College and its programs made by professionals employed in clinical facilities and responsible for the supervision and training of students assigned there for laboratory experience as part of an occupational program. In recognition of that educational contribution, the designation “Clinical Instructor” is established. This title is applicable to professionals in clinical facilities who, ordinarily without compensation by the College, provide students with supervised training in laboratory settings and are responsible to the respective program coordinators for instructional liaison between the required clinical experiences and the College curriculum.

Policy No. 4119

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Professional Development**

Provisions for professional growth are contained in the Agreement negotiated between the Board and Oakton College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4120

6/19/1973

Revised 10/20/1998

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Tuition Reimbursement**

Because the Board is committed to supporting a faculty member's efforts to remain current and academically vital and to maintain the high quality of instruction at the College, and because the Board is also interested in supporting the efforts of a faculty member who wishes to earn an advanced degree, the College will provide tuition reimbursement for full-time faculty members enrolled in regionally accredited, credit-bearing programs of study and pre-approved non-credit seminars, workshops and programs of study. In addition, the College will provide registration fees for preapproved non-credit workshops and seminars according to the terms specified in P4131.31.

Policy No. 4121

Revised 9/18/1979

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Tuition Waiver for Faculty Members and Immediate Relatives**

Members of the faculty (full-time and adjunct) and their immediate families – spouse or child(ren) – may enroll in Oakton credit courses at no tuition charge, in accordance with the provisions of the contract between the Board and the Oakton College Faculty Association or the Adjunct Faculty Association of Oakton College, respectively. This privilege does not include Alliance for Lifelong Learning and other noncredit courses, seminars, and workshops. All fees are to be paid by the faculty member.

Terms of tuition waiver for adjunct/part-time faculty are included in the contract between the Board and Adjunct Faculty Association/OCC-IEA-NEA (see 4132).

The Office of Human Resources will administer tuition waiver procedures.

Policy No. 4122
10/9/1973
Updated 9/17/1976
Revised 6/28/1988
Renumbered 1/18/2000
Reviewed 1/20/2015

PERSONNEL – FACULTY

Travel (Attendance at Professional Meetings)

Within budgetary limits, the Board will reimburse faculty members for reasonable and necessary expenses incurred while attending authorized conferences or other activities related to the faculty member's assignment.

Policy No. 4123

3/18/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Grievances**

The grievance procedure is contained in the Agreements negotiated between the Board and Oakton College Faculty Association/IEA-NEA, and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4124

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Fringe Benefits**

Fringe benefits for faculty members will be provided by the Board as set forth in the agreements between the Board and the Oakton College Faculty Association and the Adjunct Faculty Association of Oakton College.

Policy No. 4125

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Salary**

Salary schedules will reflect pay scales that are competitive within the field of education and within the geographical region of Oakton College and, in accordance with the contracts between the Board and the Oakton College Faculty Association, and the Adjunct Faculty Association of Oakton College.

Salary schedules will be found in the current contracts between the Board and the Oakton College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4126

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Faculty Compensation: Payment for Summer, Overload, and Substitute Teaching**

Summer and overload teaching pay for full-time faculty members will be determined in accordance with the provisions in the contract between the Board and the Oakton College Faculty Association/IEA-NEA.

Substitute teaching pay will be determined in accordance with the provisions of the contracts between the Board and the Oakton College Faculty Association/IEA-NEA and the Adjunct Faculty Association/OCC-IEA-NEA, respectively.

Policy No. 4127

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Non-appointed Faculty Compensation: Substitute Teaching**

Substitute teaching by professionals not appointed to the full-time or part-time faculty will be paid at the rates agreed upon between the Board and the Adjunct Faculty Association of Oakton College.

Policy No. 4128

10/9/1973

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Retirement Compensation**

Each full-time faculty member will participate, according to its provisions, in the State Universities Retirement System (SURS) under terms defined in the contract between the Board and Oakton College Faculty Association/IEA-NEA. Part-time/adjunct faculty members will participate in the SURS according to the terms defined by SURS and held binding upon the institution.

Policy No. 4130

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Tax Sheltered Annuities**

Faculty members may participate in any tax-sheltered annuity program that may be approved by the Board. The Board shall service such programs through authorized automatic payroll deductions.

A list of approved annuities may be obtained from the Vice President for Administrative Affairs.

Policy No. 4131

10/9/1973

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Employment-Related Accommodations**

Employment related supports will be offered in accordance with the Agreement negotiated between the Board and Oakton College Faculty Association/IEANEA and the Adjunct Faculty Association/OCC-IEA/NEA.

Policy No. 4132

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Leaves**

Recognizing that a full-time faculty member might need to request a leave of absence, the Board or its designated administrative representative will consider any grant leave requests in accordance with provisions in the Board contract with the Oakton College Faculty Association.

Authorized leaves of absence may be any of the types dealt with in separate policies and the Board's contract with the association.

Policy No. 4133

1/13/1976

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Paid Leave – Illness**

Full time faculty members will earn and accumulate sick leave in accordance with the provisions of the contract between the Board and the Oakton College Faculty Association.

Policy No. 4134

12/17/1974

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Paid Leave – Bereavement**

In the case of a death in a faculty member's family, the faculty member will be entitled to leave without loss of salary as provided in the contract between the Board and the Oakton College Faculty Association/IEA-NEA.

Policy No. 4135

10/28/1975

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Paid Leave – Professional Purposes**

The Board may provide for substitute teachers, expenses, and paid leaves of absence for attendance at workshops and professional meetings by faculty members in accordance with the provisions in the contracts between the Board and the Oakton College Faculty Association, and the Adjunct Faculty Association/OCC-IEA-NEA.

Policy No. 4136

1/13/1976

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Paid Leave – Personal**

A full-time faculty member may request personal leave in accordance with the provisions of the contract between the Board and the Oakton College Faculty Association.

Policy No. 4137

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Paid Leave – Sabbatical**

The Board may grant full-time faculty members paid leaves in accordance with the provisions of the contract between the Board and the Oakton College Faculty Association.

Policy No. 4138

6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Unpaid Long-Term Leave – Personal or Professional**

The Board may grant full-time faculty members unpaid long term personal or professional leaves of absence, in accordance with the provisions of the contract between the Board and the Oakton College Faculty Association.

Policy No. 4139

3/21/1984

Revised 6/28/1988

Revised and Renumbered 1/18/2000

Reviewed 1/20/2015

PERSONNEL – FACULTY**Health Benefits for Retirees**

Health benefits for retirees will be accorded as defined in the current Agreement negotiated between the Board and Oakton College Faculty Association/IEANEA.