

Elgin Community College

**Faculty  
Development  
Handbook  
August 11, 2026 -  
December 31, 2028**

**Revised by:**

The Office of the Vice President of Teaching, Learning, and Student Development and the Elgin  
Community College Faculty Association

**Committee Members:**

Timothy Anderson  
Roxanne Bell  
Jessica Carpenter  
Kristina C. Alcozer Garcia  
Marc Healy  
Denise Kruckenberg  
Angela Lucca  
Tyler Roeger

## TABLE OF CONTENTS

|                                                                                                                                                         |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| INTRODUCTION .....                                                                                                                                      | 4  |
| Disclaimer .....                                                                                                                                        | 4  |
| PURPOSE OF THE FACULTY DEVELOPMENT COMMITTEE .....                                                                                                      | 4  |
| Purpose .....                                                                                                                                           | 4  |
| POLICIES AND RESPONSIBILITIES .....                                                                                                                     | 5  |
| Charge of the Committee .....                                                                                                                           | 5  |
| Funding .....                                                                                                                                           | 5  |
| Alternate Lane.....                                                                                                                                     | 6  |
| Proposals Tabled Pending Additional Information .....                                                                                                   | 6  |
| Appeals Policy .....                                                                                                                                    | 6  |
| Sabbatical Leave .....                                                                                                                                  | 7  |
| Committee Membership.....                                                                                                                               | 7  |
| PROFESSIONAL DEVELOPMENT CALENDAR .....                                                                                                                 | 9  |
| SECTION I.....                                                                                                                                          | 11 |
| FULL-TIME & UNIT ADJUNCT DEGREE PROGRAM PRE-APPROVAL .....                                                                                              | 12 |
| Policies .....                                                                                                                                          | 12 |
| Procedures .....                                                                                                                                        | 12 |
| PRE-APPROVAL OF A DEGREE PROGRAM FOR SALARY LANE MOVEMENT FOR .....                                                                                     | 13 |
| FULL-TIME AND UNIT ADJUNCT FACULTY (Form I.1).....                                                                                                      | 13 |
| FULL-TIME AND UNIT ADJUNCT: .....                                                                                                                       | 15 |
| APPROVAL.....                                                                                                                                           | 15 |
| Policies .....                                                                                                                                          | 15 |
| Procedures .....                                                                                                                                        | 15 |
| PRE-APPROVAL OF CERTIFIED CREDITS FOR SALARY LANE MOVEMENT FOR .....                                                                                    | 16 |
| FULL-TIME AND UNIT ADJUNCT FACULTY (FORM I.2.) .....                                                                                                    | 16 |
| LANE MOVEMENT CENTER FOR THE ENHANCEMENT OF TEACHING, ASSESSMENT, AND<br>LEARNING (CETAL) ACTIVITIES FOR FULL-TIME AND UNIT ADJUNCT FACULTY.....        | 18 |
| CENTER FOR THE ENHANCEMENT OF TEACHING, ASSESSMENT, AND LEARNING (CETAL)<br>LANE MOVEMENT REQUEST FORM FULL-TIME AND UNIT ADJUNCT FACULTY (FORM I.3.).. | 19 |
| SECTION II.....                                                                                                                                         | 21 |
| ALTERNATE LANE .....                                                                                                                                    | 22 |
| Policies .....                                                                                                                                          | 22 |
| Procedures .....                                                                                                                                        | 23 |
| ALTERNATE LANE CATEGORIES.....                                                                                                                          | 24 |
| Category 1: Attendance at Conferences, Trade Shows, Workshops, Courses, and Other Training .....                                                        | 24 |
| Category 2: Presentation at Conferences, Trade Shows, Workshops, and Other Training.....                                                                | 25 |
| Category 3: Certification or Recertification.....                                                                                                       | 26 |
| Category 4: Public Presentation of Professional Works.....                                                                                              | 26 |

|                                                                    |    |
|--------------------------------------------------------------------|----|
| Category 5: Travel Based Independent Study or Field Research.....  | 28 |
| Category 6: Faculty Exchange/Visiting Professorships .....         | 28 |
| Category 7: Project-Based Experience (Full-Time Faculty Only)..... | 28 |
| Category 8: Other.....                                             | 29 |
| ALTERNATE LANE CREDIT (Form II.1) .....                            | 30 |
| CRITERIA CHECKLIST .....                                           | 31 |
| SECTION III .....                                                  | 34 |
| FUNDING FOR INDIVIDUAL FACULTY DEVELOPMENT ACTIVITIES .....        | 35 |
| Policies .....                                                     | 35 |
| Procedures .....                                                   | 36 |
| TUITION AND TRAVEL CLAIM FORM (FORM III).....                      | 38 |
| GROUP PROPOSALS .....                                              | 39 |
| Policies .....                                                     | 39 |
| Procedures .....                                                   | 40 |
| SECTION IV .....                                                   | 41 |
| SABBATICAL LEAVE APPLICATIONS .....                                | 42 |
| Policies .....                                                     | 42 |
| Procedures .....                                                   | 42 |
| Basic Criteria.....                                                | 44 |
| Merit Criteria.....                                                | 44 |
| Pair-Wise Voting System.....                                       | 44 |
| SABBATICAL LEAVE APPLICATION (Form IV.1) .....                     | 46 |
| SABBATICAL LEAVE PROPOSAL (Form IV.2).....                         | 47 |
| SABBATICAL LEAVE APPROVAL FORM (Form IV.3) .....                   | 48 |

## **INTRODUCTION**

### **Disclaimer**

The Elgin Community College Faculty Development Handbook contains policies, procedures, and other information regarding administrative pre-approvals of credit, CETAL credit, alternate lane credit, reimbursement for professional development activities, and sabbatical leave. The Handbook is to be used as a guideline for those persons covered under the negotiated Agreement between the Board of Trustees of Community College District 509 and Elgin Community College Faculty Association (ECCFA/Board Agreement). The purpose of the Handbook and the information it contains is to guide members in taking advantage of benefits related to faculty development. It does not constitute a contract. The Handbook shall not be considered as an offer for employment or construed as an obligation on the part of the College to continue employment.

The Faculty Development Handbook is to be reviewed/revised in conjunction with contract negotiations and posted on My.Elgin.Edu. Changes in policy or procedures that are made by the Committee prior to its next publication will be distributed to members and administrators in a timely fashion. All changes in the Handbook policy or procedures are subject to review and approval by the ECCFA Faculty Senate and the Vice President of Teaching, Learning, and Student Development or any other administrator as approved by the President. When the institutional goals are updated, they will be automatically updated throughout the Handbook. If the administrative procedures relevant to travel and purchasing are changed, the chair and administrative support for the committee will be informed and the forms will be updated to reflect such changes with the approval of the Faculty Development Committee and the Vice President of Teaching, Learning, and Student Development or any other administrator as approved by the President. The College reserves the right to make changes in administrative procedures and other information. While reasonable efforts will be employed to publicize such changes, it is the responsibility of the applicant to verify the current procedure or applicable information.

## **PURPOSE OF THE FACULTY DEVELOPMENT COMMITTEE**

### **Purpose**

College District 509 Board of Trustees and the ECC Faculty Association support faculty development activities through the approval of degree programs, certified credit, alternate lane credit, sabbatical leaves, and the provision of financial support for professional development activities. The College affirms the value of formal and informal learning experiences in the continued professional growth of faculty.

Administrators take an active role in pre-approving and/or encouraging growth experiences (as noted on the forms) that benefit individual faculty members in the performance of their roles that support the teaching/learning process, and that support the College's Mission Statement and Institutional Goals. The faculty member shall include a professional growth plan as part of their annual self-assessment as recommended in the faculty evaluation policy (see Faculty Evaluation Handbook).

The primary purpose of the Faculty Development Committee at Elgin Community College is to improve, enhance, enrich, and strengthen the teaching/learning process as it pertains to subject-matter expertise, pedagogy, professional performance/practice, and culturally responsive teaching. The Committee's charge is to:

- Recommend funding for professional development activities and projects;
- Recommend credits toward alternate lane movement on the salary schedule; and
- Recommend sabbatical leave.

Other development activities in which faculty may participate are provided by the instructional administration at departmental, divisional, and institutional levels. The Faculty Development Program is maintained for the benefit of the College and the full-time and unit adjunct faculty.

For the purposes of this handbook, the term “working days” will refer to regular college business days when the college is open, excluding Saturdays, Sundays, holidays, and institutional closures (e.g., Monday through Friday, or Monday through Thursday during the summer).

## **POLICIES AND RESPONSIBILITIES**

### **Charge of the Committee**

The Faculty Development Committee is charged with reviewing proposals received from full-time faculty, unit adjunct faculty, and librarians for alternate lane credit; granting of expenditures for full-time and unit adjunct faculty development activities; and reviewing and ranking sabbatical proposals for fulltime and unit adjunct II faculty. Lane movement policies are negotiated by the Board of Trustees and the Faculty Senate and are found in the ECCFA/Board Agreement: Article VI, Section 6.17, Salary.

1. All published guidelines must be followed, all forms must include the required signatures, and all required documentation must be attached before a proposal is considered. Applications for alternate lane activities or reimbursement must be received by the Committee Administrative Support two weeks prior to the next meeting for placement on the agenda. An applicant may be asked to attend a meeting or respond in writing if the Committee needs additional information prior to taking action.
2. The Committee is responsible for designing its procedures to maintain clear and accurate communications with both faculty members and the appropriate administrators at all stages in its deliberations.
3. Notes of the Committee meeting will be made available via My.Elgin.Edu. The Committee Administrative Support will keep copies on file.
4. The rationale for activities and projects for development must support professional development as stated in individual annual goals, the Mission & Institutional Goals of the College, and the teaching/learning process.

### **Funding**

- The term “funding year” refers respectively to the calendar year for full-time faculty and the fiscal year for unit adjunct faculty to the period of time the faculty member may receive funding.
  - Individual full-time faculty development activities are funded on a **calendar year basis (January through December)**.
  - Individual unit adjunct faculty development activities are funded on a **fiscal year basis (July 1 to June 30)**.
  - Funding is earmarked from the budget for the year in which it was requested.
- Monies are added to the faculty development accounts according to the procedure designated in the ECCFA/Board Agreement and are distributed on a competitive basis.
- At the first meeting of the calendar year subsequent to when the budget is provided to the chair of the committee, individual full-time funding amounts will be set, and group and retraining funds will be earmarked.
- At the first meeting of the fiscal year subsequent to when the budget is provided to the chair of the committee, unit adjunct faculty individual funding amounts will be set by the Committee.

- Proposals can be provisionally approved internally by the committee pending ratification of the contract or setting of the budget.
- The Faculty Development Committee sets the amount of funding allocated per individual each year in order to attempt to ensure sufficient funds. However, if the funding for a specific year is exhausted, no further funding will be granted.
- Adjunct faculty who are in inactive status may not apply for funding but can still file for reimbursement for previously approved funds from when they were active.
- Persons who are officially separated from the college are no longer eligible to claim funds.

### **Alternate Lane**

- Full-time and unit adjunct faculty members may apply for and be awarded credit toward salary lane movement through the alternate lane process. Nontraditional professional development activities that do not carry college credit nor certified continuing education credit may be submitted following the policies and procedures as stated in this Handbook.
- **Note:** Degree Program Credit, Graduate or Undergraduate coursework, and Certified Credit must be pre-approved by administration and are not part of the charge of the Faculty Development Committee. Forms for these types of credits are, however, included in this Handbook for reference.

### **Proposals Tabled Pending Additional Information**

- When a faculty development proposal is tabled by the Committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward.
- If the applicant does not provide additional information within four months of the time of the request, then the proposal will be withdrawn.
- The applicant may reapply with a new proposal.
- The new proposal must meet all criteria explained in this Handbook.

### **Appeals Policy**

When a Faculty Development Proposal is denied by the Committee, faculty have the right to appeal the denial to the Committee. This procedure for appeal is designed to help the Faculty Development Committee re-evaluate a denied faculty proposal.

If denied, a rationale for denial will be given to the faculty member in a letter from the administrative support of the committee.

- Rationale will be excerpted from the minutes. The letter will also include the following statement: “Your proposal was denied. You have thirty (30) calendar days from the receipt of this letter to appeal the decision of the Committee. Appeals are to be submitted to the administrative support of the committee.”
- A faculty member who appeals must present their appeal to the Committee.
- When the administrative support of the committee receives an appeal, the administrative support of the committee will place an appealing faculty member on the agenda as soon as possible. The administrative support of the committee will then inform the faculty member of the appearance date.
- After the faculty member presents the appeal and leaves the meeting, the Committee will vote on the proposal.

- If denied the second time, the rationale for denial will be given to the faculty member in a letter from the administrative support of the committee. The rationale will be excerpted from the minutes. The faculty member may then appeal to the Vice President of Teaching, Learning, and Student Development.
- To initiate this appeal, the faculty member must submit a written appeal to the Vice President of Teaching, Learning, and Student Development within fifteen (15) working days of receiving the Committee's decision.
- The Vice President will review the written appeal and may request additional information, as needed. This review will include consideration of relevant meeting minutes and consultation with the Chair of the Faculty Development Committee, if appropriate.
- Following the review, the Vice President will communicate a final determination to the faculty member and the Chair of the Faculty Development Committee within fifteen (15) working days.

### **Sabbatical Leave**

Proposals for semester, annual, and summer sabbatical leaves will be reviewed by the Committee and recommendations for granting them will be made in accordance with the ECCFA/Board Agreement. The criteria include professional growth of the individual, impact on the faculty member's professional assignment, and value to the institution and community.

### **Committee Membership**

Members of the Faculty Development Committee representing full-time faculty are elected from each division at the beginning of the academic year and submitted to the Faculty Senate for approval. Four members of the Faculty Development Committee representing UAF I & II are elected by the UAF I & II faculty and submitted to the Senate for approval. The term is for two academic years. Representation on the Committee for full-time faculty is to be in the proportion of one Committee member for every ten faculty members, with appropriate representation from each division. Apportionment calculations will be rounded to the nearest whole number. If a member of the Committee misses four or more meetings within a year without finding a substitution, the Chair may remove the member from the committee and request a substitute from that division to fulfill the term.

The Chair of the Faculty Development Committee will be elected from the Committee of the Whole. The election will take place in the spring semester for a two-year term beginning in the fall. The Chair shall receive six hours of release time per year. If the elected chair is vacating a seat representing a division the that was represented by this member shall elect a replacement to the Committee in August. The Chair shall be a non-voting member of the Committee but may vote if necessary to make quorum or to break ties. The Chair shall call and lead all meetings, provide direction for the agenda, and prepare an annual summary report for the Vice President of Teaching, Learning, and Student Development in regard to the relationship of professional development activities to the ECC Mission Statement and Institutional Goals and a summary of budget expenditures.

The Committee shall meet every other week during the academic year unless no requests are pending. Additional meetings will be called as necessary to meet critical deadlines. For example, the sabbatical application recommendation process usually requires additional meetings.

A quorum of the Committee shall be 2/3 of its members. A simple majority of those present is needed for approval.

Administrative support shall be provided by the College for taking of minutes, processing applications, and preparing and distributing copies for Committee members to review prior to meeting and for maintaining records of requests, awards, and expenditures for Committee use. Human Resources will

maintain records of credits earned for alternate lane movement. The Faculty Development Committee Chair will work with Business and Finance and administration to monitor the funds available for faculty use. Business and Finance will complete reimbursement requests after approval by the Committee Chair.

The College will supply a budget code for duplicating services that shall be reimbursed from faculty development funds.

The Faculty Development Committee will seek to implement cost-saving measures to the maximum extent possible. These shall include, but not be limited to, the use of digital communication whenever possible.

## PROFESSIONAL DEVELOPMENT CALENDAR

A regular schedule has been established to govern the pre-approval/approval, documentation of completion and crediting to salary lane movement of activities undertaken by individual faculty members. The schedule of meetings and minutes will be published on My.Elgin.Edu.

| <b>Month</b>                    | <b>Activity</b>                                                                                                                                                                                                                                                                    |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| August 31                       | Fall group proposals due.                                                                                                                                                                                                                                                          |
| 3rd to Last Friday of September | Full-time and unit adjunct II faculty sabbatical leave applications are due to the Dean by the third to last Friday of September by 5:00 p.m.                                                                                                                                      |
| 2nd to Last Friday of September | Sabbatical leave applications are due from the Dean to the applicant by the second to last Friday of September by 5:00 p.m.                                                                                                                                                        |
| Last Friday of September        | Full-time and unit adjunct II faculty sabbatical leave applications are due to the Vice President of Teaching, Learning, and Student Development's office the last Friday of September by 5:00 p.m.                                                                                |
| October 1                       | All applications that request pre-approval of certified credit and approval of alternate lane credit for the coming salary year shall be submitted by the faculty to the dean/supervisor by October 1. If October 1 falls on a weekend, applications are due the following Monday. |
| November 15                     | Recommendations for full-time and unit adjunct II faculty sabbatical leaves are submitted to the Vice President of Teaching, Learning, and Student Development for presentation to the Board of Trustees.                                                                          |
| December 31                     | Full-time funding proposals for the calendar year must be submitted by December 31 to access that calendar year's funds (January 1 - December 31).                                                                                                                                 |
| February 15                     | Lane change activities completed by December 31 and documented no later than February 15 shall be awarded on the salary schedule for that calendar year.                                                                                                                           |
| February 28                     | Spring group proposals due.                                                                                                                                                                                                                                                        |

|          |                                                                                                                                                                                                                                                                  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| April 30 | Members of the Committee will be elected by each division. Committee meeting dates will be determined and announced for the fall academic year. The Faculty Development Committee Chair will be elected by the Committee in alternate years for a two-year term. |
| May      | The last submission date for proposals to be considered by the Committee before summer recess shall be two weeks before the final scheduled spring meeting of the Faculty Development Committee.                                                                 |
| June 30  | Unit adjunct I and unit adjunct II funding proposals for the ending fiscal year must be submitted by June 30 to access previous fiscal year funds (July 1 - June 30).                                                                                            |

# **SECTION I**

Graduate & Undergraduate Credit

Certified Continuing Education Credit

Lane Movement

Center for the Enhancement of Teaching, Assessment, &  
Learning (CETAL) Workshops

## FULL-TIME & UNIT ADJUNCT DEGREE PROGRAM PRE-APPROVAL

*These programs require administrative approval and are not submitted to the Faculty Development Committee.*

### **Policies**

1. Per the 2026-2028 ECCFA Contract section 6.17, the maximum horizontal movement is one (1) lane per year, or up to two (2) lanes in the year a member has completed a pre-approved and accredited degree program. Only credit hours associated with a pre-approved and accredited degree program may be counted toward the movement of two lanes in the event the member will be completing the degree in that year.
2. Current faculty must complete this form before enrollment in a program leading to a degree to be considered for salary lane movement. New faculty hires who are actively pursuing a degree at the time of hire must complete this form within their first 60 days of employment to be considered for salary lane movement.
3. Pre-approval of certified credits earned as part of a degree program and applied to salary lane movement should be sought when a formal course of study has been agreed upon between the faculty member and an accredited institution offering a degree. The existence of an approved degree plan allows use of credits for lane movement as they are earned.

### **Procedures**

1. The applicant prepares the form for Pre-approval of a Degree Program for Salary Lane Movement and attaches a copy of the curriculum, letter of acceptance, and other useful documentation to the form.
2. The faculty member signs the form, submits the form to the dean/supervisor by October 1 for the upcoming salary year, and receives the Supervising Administrator's decision, signature, and comments. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision.
3. Approved forms are sent to Human Resources with copies sent to the faculty member and Supervising Administrator. A Supervising Administrator's non-approval may be appealed to the Vice President of Teaching, Learning, and Student Development.
4. For lane change activities completed by December 31, the faculty member sends any supporting documentation and/or requests an official original transcript from the awarding institution. Transcripts may be sent electronically to Human Resources or delivered to Human Resources in a sealed envelope issued by the awarding institution. The transcripts and any other supporting documentation will be retained in the faculty member's electronic personnel file.
5. Human Resources records receipt of the earned credits and applies them to salary lane movement in the appropriate year. The original documentation will be retained in the faculty member's electronic personnel file in Human Resources.
6. Credits for courses not in the approved curriculum will not be applied to salary lane movement. The faculty member may (a) revise the program starting at step 2, or (b) submit the course on the form for Pre-approval of Certified Credits.

## PRE-APPROVAL OF A DEGREE PROGRAM FOR SALARY LANE MOVEMENT FOR FULL-TIME AND UNIT ADJUNCT FACULTY (Form I.1)

*These programs require administrative approval and are not submitted to the Faculty Development Committee.*

Prior to completing this form, faculty are encouraged to read the Full-Time and Unit Adjunct Degree Program Pre-Approval Policies and Procedure outlined in the Faculty Development Handbook.

Current faculty must complete this form before enrollment in a program leading to a degree to be considered for salary lane movement. **New faculty hires who are actively pursuing a degree at the time of hire must complete this form within their first 60 days of employment to be considered for salary lane movement.** Only 4 undergraduate semester hours may be applied for each lane movement. A total of 8 graduate equivalent units can be earned through undergraduate study. Faculty members who do not hold a bachelor's degree and who are in a planned and approved degree program may use undergraduate coursework for lane movement at the two-thirds rate, with a limit of 32 undergraduate hours.

The basic program of study may be amended, but amendments must receive pre-approval by the Supervising Administrator(s) and the Vice President of Teaching, Learning, and Student Development before the courses taken toward the degree or the completed degree can be applied to lane movement. Such amendments must be attached to all copies of this form. Individual courses within a pre-approved degree program need not receive specific preapproval.

The faculty member signs the form and submits the form to the dean/supervisor by October 1 for the upcoming salary year.

An official original transcript from the awarding institution issuing the degree must be sent electronically to Human Resources or delivered to Human Resources in a sealed envelope issued by the awarding institution.

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Department: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text.

Degree Sought: Click or tap here to enter text.

Granting Institution: Click or tap here to enter text.

Estimated Completion Term: Click or tap here to enter text.

Detail any release from professional duties or unusual schedule considerations that will be required to complete this degree program: Click or tap here to enter text.

Attach a curriculum for the degree from the degree-granting institution and attach any other information to assist in evaluating this request.

### RELATIONSHIP OF PROPOSAL TO COLLEGE GOALS

**1. Check each of the following ECC goals that align best with this request:**

☐ Teaching and Learning Excellence: Deliver instructional practices and curriculum to ensure student-centered learning.

☐ Lifelong Connections: Create a lifelong, meaningful, and mutual relationship with the College.

☐ ECC Experience: Cultivate a welcoming destination for students, employees, and our community.

☐ Fortify Our Future: Position the College to remain affordable while ensuring long-term financial stability and operational efficiency.

**2. Describe how this activity will assist you in meeting your own professional development goals.**

**3. Describe the impact of this activity on any of the following: pedagogy/andragogy, subject matter expertise, culturally responsive teaching, and/or professional performance.**

|                        |                                     |
|------------------------|-------------------------------------|
| Applicant's Signature: | Date: Click or tap to enter a date. |
|------------------------|-------------------------------------|

|                                                       |                                            |                                     |
|-------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Recommended                  | Supervising Administrator's Signature:     | Date: Click or tap to enter a date. |
| <input type="checkbox"/> Not Recommended with Comment | Comments: Click or tap here to enter text. |                                     |

|                                                                                                                 |                                                                                            |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b><u>If Approved:</u></b> Original: Human Resources<br>Copy: Supervising Administrator<br>Copy: Faculty Member | <b><u>If Not Approved:</u></b> Original: Faculty Member<br>Copy: Supervising Administrator |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

## FULL-TIME AND UNIT ADJUNCT: GRADUATE, UNDERGRADUATE AND CERTIFIED CREDIT PRE- APPROVAL

*These credits require administrative approval and are not submitted to the Faculty Development Committee.*

### **Policies**

1. Pre-approval of credits to be earned and applied to salary lane movement must be sought for each formal experience for which an accredited institution offers graduate, undergraduate, or CEU (credit equivalent unit) credit on a transcript.
2. The standard applied in pre-approving graduate, undergraduate, or CEU credits is preparation of faculty members to better perform their roles in the teaching/learning process in their assigned discipline.

### **Procedures**

1. The applicant prepares the form for the Pre-Approval of Certified Credits (I.2). A separate form must be used for each course or workshop. A copy of course information showing the number of contact hours or CEUs to be awarded must be attached.
2. The faculty member signs the form, submits the form to the dean/supervisor by October 1 for the upcoming salary year, and receives the Supervising Administrator's decision, signature, and comments. Forms not approved are returned to the faculty member with a written response stating the rationale for the decision.
3. Approved forms are forwarded to Human Resources, with copies sent to the faculty member and the Supervising Administrator. A Supervising Administrator's non-approval may be appealed to the Vice President of Teaching, Learning, and Student Development.
4. An official original transcript from the awarding institution of credits earned must be sent electronically to Human Resources or delivered to Human Resources in a sealed original envelope issued by the awarding institution.
5. Human Resources records receipt of the graduate, undergraduate, and certified credits and applies them to lane movement in the appropriate salary year.

## PRE-APPROVAL OF CERTIFIED CREDITS FOR SALARY LANE MOVEMENT FOR FULL-TIME AND UNIT ADJUNCT FACULTY (FORM I.2.)

***These programs require administrative approval and are not submitted to the Faculty Development Committee.***

Prior to completing this form, faculty are encouraged to read the Full-Time and Unit Adjunct: Graduate, Undergraduate, and Certified Credit Pre-Approval Policies and Procedure outlined in the Faculty Development Handbook.

This form must be completed before enrollment in a course, seminar, or workshop offered for undergraduate, graduate, or credit equivalent unit earned credit offered by an accredited institution that is being submitted for lane movement. Courses that are a portion of a program leading to a degree, pre-approved by the Supervising Administrator, may not be submitted for lane movement credit on this form.

A separate form must be used for each course or workshop. **A copy of course information showing the number of contact hours or CEUs to be awarded must be attached.** The faculty member signs the form and submits the form to the dean/supervisor by October 1 for the upcoming salary year.

An official original transcript of credits earned must be sent electronically to Human Resources or delivered to Human Resources in a sealed envelope issued by the awarding institution.

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Department: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text.

Course, Seminar, or Workshop Title and Number: Click or tap here to enter text.

Date of Activity: Select Date

Offering Institution or Agency: Click or tap here to enter text.

### RELATIONSHIP OF PROPOSAL TO COLLEGE GOALS

#### 1. Check each of the following ECC goals that align best with this request:

☐ Teaching and Learning Excellence: Deliver instructional practices and curriculum to ensure student-centered learning.

☐ Lifelong Connections: Create a lifelong, meaningful, and mutual relationship with the College.

☐ ECC Experience: Cultivate a welcoming destination for students, employees, and our community.

☐ Fortify Our Future: Position the College to remain affordable while ensuring long-term financial stability and operational efficiency.

#### 2. Describe how this activity will assist you in meeting your own professional development goals.

#### 3. Describe the impact of this activity on any of the following: pedagogy/andragogy, subject matter expertise, culturally responsive teaching, and/or professional performance.

Check the appropriate category and fill in the information required to identify and calculate requested lane credit:

☐ **Graduate Credit Hours**

\_\_\_ Earned Graduate Credits (1-to-1) = \_\_\_ Graduate Credit Hours

---

☐ **Credit Equivalent Units**

Workshop Clock Hours \_\_\_  $\div$  40 or CEU's  $\div$  4 = \_\_\_ Graduate Equivalent Credit Hours

☐ Documentation of actual CEU credits to be awarded for the workshop has been attached to this application. If documentation is unavailable, report the workshop attendance on the Application Form for Alternate Lane Credit. CEU credit is limited to 6 graduate equivalent credit hours every 3 years.

---

☐ **Undergraduate Credit Hours**

Only four undergraduate semester hours may be applied for each lane movement. A total of 8 graduate equivalent units can be earned through undergraduate study. Faculty members who do not hold a bachelor's degree and who are in a planned and approved degree program may use undergraduate course work for lane movement at the 2/3 rate with a limit of 32 undergraduate hours.

Undergraduate Hours \_\_\_  $\times$  2/3 = \_\_\_ Graduate Equivalent Credit Hours

(Courses taken at ECC require a transcript or a copy of your grade report on completion.)

---

|                        |                                        |
|------------------------|----------------------------------------|
| Applicant's Signature: | Date: Click or tap here to enter text. |
|------------------------|----------------------------------------|

|                                                        |                                            |                                        |
|--------------------------------------------------------|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Recommended                   | Supervising Administrator's Signature:     | Date: Click or tap here to enter text. |
| <input type="checkbox"/> Not Recommended with Comments | Comments: Click or tap here to enter text. |                                        |

|                                                                                                                 |                                                                                            |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b><u>If Approved:</u></b> Original: Human Resources<br>Copy: Supervising Administrator<br>Copy: Faculty Member | <b><u>If Not Approved:</u></b> Original: Faculty Member<br>Copy: Supervising Administrator |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|

## LANE MOVEMENT CENTER FOR THE ENHANCEMENT OF TEACHING, ASSESSMENT, AND LEARNING (CETAL) ACTIVITIES FOR FULL-TIME AND UNIT ADJUNCT FACULTY

*These programs require administrative approval and are not submitted to the Faculty Development Committee.*

### Policies

1. Eligible activities completed during any time of employment as full-time or unit adjunct faculty may be included.
2. CETAL Lane Movement Credit may not be received for any activities in which faculty also receive compensation for participating.
3. Each semester a list of CETAL activities that award lane movement credit will be published on eTalent. Each activity will be designated whether or not the course is automatically pre-approved for lane movement. Those activities that are not designated as pre-approved for lane movement may be applied through the alternate lane process. (See Section II of the Handbook.)
4. Activities must be completed by December 31 of the year prior to the request to apply toward lane movement. Human Resources must receive all documentation by February 15 of the year in which the credits will be applied.

### Procedures

1. For instructions on how to register for the CETAL activities go to the CETAL Space on My.Elgin.Edu.
2. At the end of the fall semester prior to the year in which the lane movement credits will be applied:
  - Retrieve your eTalent Learning Transcript- Employee from the “Legacy Reporting” page of eTalent.
  - Complete the CETAL Lane Movement Credits Request Form.
  - Attach the eTalent Learning Transcript-Employee transcript to the CETAL Lane Movement Credits Request form and submit it to CETAL Administration for review.
  - CETAL Administration will review and forward the original to Human Resources and send a copy to the faculty member and the faculty member’s Supervising Administrator.
  - If CETAL Administration has a concern regarding the request, they will contact the faculty member to discuss.
  - If Human Resources receives all of the original documentation by February 15, the credit will be applied to the individual faculty member’s lane movement credits for that year.

# CENTER FOR THE ENHANCEMENT OF TEACHING, ASSESSMENT, AND LEARNING (CETAL) LANE MOVEMENT REQUEST FORM FULL-TIME AND UNIT ADJUNCT FACULTY (FORM I.3.)

***These programs require administrative approval and are not submitted to the  
Faculty Development Committee.***

Prior to completing this form, faculty are encouraged to read the Lane Movement Center for the Enhancement of Teaching, Assessment, and Learning Activities for Full-Time and Unit-Adjunct Faculty document outlined in the Faculty Development Handbook.

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Department: Click or tap here to enter text.

Primary Professional Assignment: Click or tap here to enter text.

Calendar Years in Which the Activities Were Completed: Click or tap here to enter text.

Number of CETAL Activity Clock Hours \_\_\_\_/24 = \_\_\_\_ CETAL Activity Credits to be Applied Towards Lane Movement.

Click or tap here to enter text.

Attach your eTalent Learning Transcript-Employee Transcript and submit it to CETAL Administration for approval.

## RELATIONSHIP OF PROPOSAL TO COLLEGE GOALS

### 1. Check each of the following ECC goals that align best with this request:

☐ Teaching and Learning Excellence: Deliver instructional practices and curriculum to ensure student-centered learning.

☐ Lifelong Connections: Create a lifelong, meaningful, and mutual relationship with the College.

☐ ECC Experience: Cultivate a welcoming destination for students, employees, and our community.

☐ Fortify Our Future: Position the College to remain affordable while ensuring long-term financial stability and operational efficiency.

### 2. Describe how this activity will assist you in meeting your own professional development goals.

### 3. Describe the impact of this activity on any of the following: pedagogy/andragogy, subject matter expertise, culturally responsive teaching, and/or professional performance.

|                                   |                                 |                                     |
|-----------------------------------|---------------------------------|-------------------------------------|
| Applicant's Signature:            |                                 | Date: Click or tap to enter a date. |
| <input type="checkbox"/> Approved | CETAL Administrator's Signature | Date: Click or tap to enter a date. |

|                                                       |                                            |
|-------------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Not Approved<br>with Comment | Comments: Click or tap here to enter text. |
|-------------------------------------------------------|--------------------------------------------|

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

|                                                                                                          |                                                         |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b><u>If Approved:</u></b> Original: Human Resources<br>Copy: Supervising Administrator<br>Copy: Faculty | <b><u>If Not Approved:</u></b> Original: Faculty Member |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------|

## **SECTION II**

### ALTERNATE LANE CREDIT APPROVAL

## ALTERNATE LANE

### **Policies**

Faculty members may apply for and be awarded credit toward salary lane movement by nontraditional means through the alternate lane process. This is an innovative program of the College that recognizes the value of professional growth activities in specified categories as described below.

1. The value of an experience is measured in graduate equivalent credits calculated in each category according to a formula that equates to one graduate credit hour for salary lane movement purposes. Calculation of credit will be taken to the third decimal place and rounded to the second decimal place.
2. Approval can be requested for up to one year following the completion of the activity. Applications may be submitted as early as one year prior to the end date of the activity for pre-approval of activities or may be submitted after the completion of the activity. Pre-approval can be requested earlier for activities with a duration longer than 6 months.
3. Formal, long-term certification programs that extend beyond the limits of these guidelines, will be considered only when submitted for recommendation by the Committee and pre-approved by the Vice President of Teaching, Learning, and Student Development. If guidelines do not specify a graduate equivalent credit amount for an activity, the applicant must provide a suggested amount of credit and a written rationale to support the credits requested, equating them to an equal number of graduate credit hours of study.
4. Workshops and other staff training activities produced for ECC faculty will be considered for alternate lane credit if the faculty member applies to the Committee for approval by completing the Alternate Lane Credit form.
5. The applicant completes the form with all required attachments and documentation according to the procedure. The activity must be congruent with the applicant's goals for professional development and with the ECC Mission Statement and Institutional Goals.
6. The standard applied in recommending and approving alternate lane activities is its benefit to the applicant in the improvement of the teaching/learning process as it pertains to subject matter expertise, pedagogy, professional performance/practice, and culturally responsive teaching. The Committee evaluates the activity according to its merits after determining that it meets specific guidelines for the category appropriate to the activity.
7. The Vice President of Teaching, Learning, and Student Development approves activities and is responsible to see that professional development activities are ongoing. The Faculty Development Committee makes recommendations to the Vice President regarding activities that meet Committee guidelines.
8. Approved alternate lane activity forms are filed in the applicant's electronic personnel file with Human Resources. A copy of the signed form with documentation is returned to the applicant for their files. These copies should be retained until the credit is applied to the next lane change. Records in electronic personnel files are retained as per Human Resource policies.
9. Applications that are not approved at any step in the process may be appealed to the Committee following the appeals procedure in the Policies and Responsibilities section of this Handbook. Non-approved applications are returned to applicants with a copy sent to the Supervising Administrator. Human Resources maintains the records of completed credits in individual lane movement files.

10. Faculty members shall maintain a record of the credits earned. The faculty member should meet with Human Resources to compare records. Human Resources will verify the credits earned. Credit for alternate lane movement is not recorded until the course or activity is properly completed and documentation is sent to Human Resources.

## **Procedures**

1. The applicant fills out and signs the form with all required documentation attached.
2. The applicant submits the form to the Dean/Supervisor by October 1 for the upcoming salary year.
3. The Supervising Administrator signs the form to verify they are informed about activities that are being undertaken for lane movement and may be consulted for guidance in designing activities. The Supervising Administrator returns the form to the applicant within 10 working days. In the event that the form is not returned by the dean within 10 working days, the applicant should contact the administrative support of the committee.
4. The applicant sends the form to the Faculty Development Committee via the Committee Administrative Support. The Faculty Development Committee recommends or does not recommend the proposal to the Vice President of Teaching, Learning, and Student Development. The Faculty Development Committee will notify the applicant of its decision.
5. If the proposal is tabled by the Committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward. If the applicant does not provide additional information by four months after the request for additional information, the proposal will be withdrawn. The applicant may reapply with a new proposal. The new proposal must meet all criteria explained in this Handbook.
6. If approved by the Vice President of Teaching, Learning, and Student Development, the Committee Administrative Support will send the original signed application form with attachments to Human Resources for placement in the applicant's electronic personnel file. A copy of the signed application form is returned to the applicant with the attachments. Human Resources will utilize the file to calculate total credit earned toward lane change.
7. It is strongly advised that any faculty member planning to move lanes contact and meet with Human Resources to verify all necessary documentation prior to December 31 in the year before the lane movement is to take effect.
8. If not approved, the applicant may utilize the Appeals Process described in this Handbook.

## ALTERNATE LANE CATEGORIES

***Each activity must be submitted as a separate proposal.***

- For all categories, a detailed list must be included with your application explaining the time spent on each portion of the activity, as well as the total time involved. (Refer to Table 1 for an example.)
- Unless otherwise noted, 40 activity hours = 1 Graduate Equivalent Credit.
- Calculations will be taken to the third decimal place and rounded to the second decimal place.
- Compensation from ECC for any of the following categories will negate awarding of alternate lane credit.
- Upon completion of an alternate lane activity, a detailed list outlining the time spent on the activity must be attached to the Alternate Lane Credit form.
- Unit adjunct faculty (UAF) may earn up to a maximum of 22 hours of graduate equivalent credits to apply to lane change.
- Lane movement is defined in the ECCFA/Board Agreement and sets limits on the number of lanes that may be moved per calendar year and under what conditions.

### **Category 1: Attendance at Conferences, Trade Shows, Workshops, Courses, and Other Training**

- The activity must be a formal program offered by an organization or institution.
- Attach to the application form a copy of the complete conference program. Mark all sessions you attend. Only instructional time can be included. Exclude time spent in breaks, meals, and tours, unless an explanation of the learning value of the activity is attached. Attendance at receptions held in conjunction with professional activities may be included in the credit request; in that case, a rationale that includes an explanation of the reception and applicability to the learning process, information gathering, professional networking, or student advocacy must be included in the request.
- A detailed table must be included with your application explaining what each portion of the activity is, the time spent on each portion of the activity, as well as the total time involved.
  - Table 1. Example Time Log for Time Spent Attending a Conference, Trade Show, Workshop, Course and Other Training

| <b>Name of Individual Sessions Attended at AAC&amp;U Conference on Learning and Student Success 2026</b> | <b>Time of Session</b> | <b>Minutes</b> |
|----------------------------------------------------------------------------------------------------------|------------------------|----------------|
| "Cultivating Belongingness: Lessons, Barriers, and Pathways Ahead"                                       | 9:00-10:00am           | 60             |
| "Designing and Elevating HIPs for Modern Learners: Urban Institutions as a Case study                    | 10:30-11:30am          | 60             |
| "The Future of Assessment: Human Intelligence Meets Artificial Intelligence"                             | 1:00- 2:00pm           | 60             |
| "Opening Plenary: Courageous Care as Our Compass: Leading and Learning in Turbulent Times"               | 6:00- 7:30pm           | 90             |
| "Friday Plenary: The Caring University: A Roadmap to Reimagining the Higher Education Workplace"         | 9:00-10:15am           | 75             |

|                                                                          |               |            |
|--------------------------------------------------------------------------|---------------|------------|
| "High-Impact Practices: Growing Experiential Learning for College Value" | 10:30-11:30am | 60         |
| "Empowering Students as Partners: Shifting Power, Shaping Culture"       | 12:15-12:45pm | 30         |
| "OER and Student Success: A Comprehensive Analysis Across Institutions"  | 2:00- 3:00pm  | 60         |
| <b>Total Minutes</b>                                                     |               | <b>495</b> |
| <b>Total Hours (round to 2 decimals)</b>                                 | <b>8.25</b>   |            |

- Traditional college credit courses should be preapproved by your supervisor (see Section I of this Handbook). If you did not get pre-approval, college courses can be submitted in this category. All time spent on the course must be documented. For face-to-face courses, all meeting times/dates that the course was in session must be documented. Include a table of each meeting date, the number of minutes of each class, and the total time involved.
- For fully online courses, each credit hour of the course will be calculated as a seat time equivalent of 13.5 hours.
- For hybrid courses, all meeting times/dates that the course met must be documented, and the online portion is assumed to represent a proportional seat time equivalent.
- Credit will be awarded as activity hours divided by 40.
- 

### **Category 2: Presentation at Conferences, Trade Shows, Workshops, and Other Training**

- The activity must be part of a formal program offered by an institution or organization appropriate to the teaching discipline.
- A copy of the complete published program must be attached to the application, indicating the portion presented by the applicant.
- Each application in this category must pertain to new seminar/workshop content. Presentations previously approved for credit will not receive credit again.
- A detailed table must be included with your application explaining the time spent on each portion of the activity as well as the total time involved. Information should include dates, time spent, and a brief description of work done. Refer to Table 2 for an example.

**Table 2. Example Time Log for Time Spent on Presentation Preparation**

| <b>Planning Activity</b>                      | <b>Hours</b> |
|-----------------------------------------------|--------------|
| Brainstorming and filling out proposal (6/30) | 2            |
| Slide creation (8/1-8/26)                     | 10           |
| Independent planning time (8/1)               | 2            |
| Planning session with partner (8/3)           | 2            |

|                                        |           |
|----------------------------------------|-----------|
| Practice session 1 (8/26)              | 3         |
| Practice session 2 (9/6)               | 3         |
| Slide revision (9/6-9/8)               | 2         |
| Tool creation (9/7-9/8)                | 2         |
| Presentation setup and delivery (9/12) | 2         |
| <b>Total</b>                           | <b>28</b> |

- If credit is desired for attending additional sessions at the same activity, then a separate proposal must be submitted under Category 1.

### **Category 3: Certification or Recertification**

- Certification must be within the faculty member's area of professional responsibility at ECC or apply to retraining for reassignment of teaching responsibilities.
- An estimate of the total number of hours of preparation time, plus the time spent validating expertise through written test or skills demonstrations, must be included. A table format is required; refer to Table 2 for an example.

### **Category 4: Public Presentation of Professional Works**

Projects considered for credit in this category will publicly demonstrate the expertise of the faculty member and will validate professional expertise appropriate to the instructional area.

A faculty member whose published work clearly reflects application of the professional specialty and supports the teaching/learning process at Elgin Community College may apply for credit.

#### **A. Publication**

- Publication activities must clearly reflect the application of the faculty member's professional specialty and support the teaching/learning process.
- Manuscripts must be submitted as documentation and must:
  - have been accepted by an external publisher for publications and have a copy of the acceptance letter attached, and
  - not be subsidized by the author (not be self-published).
- All published works of joint authorship may be granted credit according to the applicant's proportional contribution.
- Revisions of an earlier work earn one-third the credit.
- A detailed table must be included with your application explaining the time spent on each portion of the activity, as well as the total time involved. The total time will be used to determine the hours to be awarded. A table format is required; refer to Table 1 for example.
- The following examples of publications may be awarded credit. Additional items not listed may also be considered:
  - full-length works: textbook, dissertation, novel, script, play
  - contributions to works: journal article, chapter of a text, study guide, training/instructor manual, online resource, published review

- short story, poem, essay (non-peer reviewed), or other work
- editor or reviewer: publication or peer reviewed journal

**B. Musical Compositions: Publication or Public/Professional Performance**

- A detailed table must be included with your application explaining the time spent on each portion of the activity, as well as the total time involved.
- Publication of musical compositions:
  - major work for orchestra, chorus, or stage (e.g.: symphony, oratorio, opera, musical, etc.)
  - work for chamber ensemble or work of intermediate length for full chorus, orchestra, or band
  - song, solo instrumental work, or short octavo choral work unaccompanied or with keyboard or comparable accompaniment.
- Public musical performance will be considered based on an estimate of preparation time and including performance time. Only new works that expand the professional expertise and are within the teaching discipline of the applicant at ECC will be considered for the inclusion of preparation time.

**C. Juried or Invitational Exhibits of Works of Art**

- Documentation of participation in the exhibit must be attached to the application for credit.
- A detailed table should be included, specifying time spent creating artwork, preparing for exhibit, and related presentation activities. Clarify within the time log whether or not the artwork exhibited is new work.
- Time to create an exhibited work of art can be considered only for new works that expand the professional expertise and are within the teaching discipline of the applicant at ECC. A rationale with hours and explanation of the significance should be included with the credit requests.
- Works of art previously approved for credit will not receive credit again.
- Participation in regional, national, and/or international exhibitions:
  - One-person exhibition ○ Juried exhibition
  - Invitational exhibition (an invitation may be considered as a form of juried selections)
  - Commissioned work ○ Group exhibition
- Significance of activity will be demonstrated by the candidate with consideration to the following:
  - Venue
  - Curator(s)
  - Juror(s)
  - Participating artists
  - Statistical evidence for competitive nature of the exhibition
  - Description and image of work(s) exhibited provided by faculty member

**D. Other Professional Works**

- Authors of other professional works may require more extensive documentation as to the value of the activity. Due to the originality and variety of professional works, it is suggested that the faculty member discuss these types of projects with their supervisor if they intend to submit them for alternate lane credit.
- A description of the value to the applicant in terms of professional development for the improvement of instruction in their role must be included.

- A detailed table of the time spent on preparation and presentation must be included. (Refer to Table 2 for example.)

### **Category 5: Travel Based Independent Study or Field Research**

A faculty member may design and request credit for a travel project, specifying the role in the travel itinerary of independent study or field research activity related directly to professional responsibilities. The faculty member identifies the effect the activity is to have on their responsibilities in support of the teaching/learning process. Such activities are used to provide background information, new ideas for artistic expression or lectures, instructional media, and new approaches for delivery of instruction and educational services.

- A detailed itinerary, including daily planned activities, must be attached to the application form.
- A minimum of 5 days not including travel is required for consideration. Days do not need to be consecutive. Each week of travel equals 0.5 hours of graduate equivalent credit. A travel project must involve sufficient independent study and activity related to the instructor's professional responsibilities.
- Applicants must attach to the Alternate Lane Credit form the final project report.
- Applicants must attach a time log documenting activities to the Alternate Lane Credit form.

### **Category 6: Faculty Exchange/Visiting Professorships**

- The activity must either include instruction or research in the faculty member's area of professional responsibility or relate to a professional area that clearly enhances instruction at the College.
- A verified certification of a full-time assignment, position description, and duration of service must accompany the request.
- Six hours of graduate equivalent credit are awarded for a two-semester exchange or visiting professorship. One semester equals 4 hours, and a summer session equals 2 hours of graduate equivalent credit; shorter term (minimum 10 days not including travel) exchange programs equal 1 credit; very short term (minimum 5 days not including travel) exchange programs equal .5 credits
- The faculty member must make their own arrangements for release from responsibilities at ECC with the Dean/Supervising Administrator and the Vice President of Teaching, Learning, and Student Development according to College policy.

### **Category 7: Project-Based Experience (Full-Time Faculty Only)**

Project-based experience may be used for credit if it directly applies knowledge and skills in the applicant's professional area of responsibility. A maximum of six (6) graduate equivalent credit hours may be earned every three (3) years. Each 60 hours of project-based experience is equal to 1 hour of graduate equivalent credit.

The applicant must submit the following information:

- Rationale for the activity:
  - How the activity will affect their responsibilities in support of the teaching/learning process.
  - How the activity will help them remain current in the field.
  - How the applicant will be able to assist students in bridging the gap between the classroom and the employment setting as a result of this work experience.
  - How industry contacts will be utilized for support of programs.

- Description of the project that states the responsibilities, functions, and projected duration of at least 60 hours of project experience. Self-employment does not meet the guidelines for this category.
- Official documentation of the actual number of hours worked must be provided following the activity in order to be included in the annual calculation of credit earned. Documentation shall be submitted to Human Resources with a copy to the Supervising Administrator.

### **Category 8: Other**

- Professional projects that are not addressed anywhere else in the guidelines, but which enhance professional service, may be submitted for lane movement. Due to the originality and variety of creative works, it is suggested that faculty discuss these types of projects with their supervisor if they intend to submit them for alternate lane credit.
- Only activities that do not fall under any other category can be submitted in Category 8.
- Category 8 may require more extensive documentation as to the value of the activity.
- A description of the value to the applicant in terms of professional development for the improvement of instruction in their role must be included.
- A detailed table of the time spent on preparation and presentation must be included.

**Elgin Community College**  
**ALTERNATE LANE CREDIT (Form II.1)**

***Prior to completing this form, faculty are encouraged to read Section II Alternate Lane Credit of the Faculty Development Handbook.***

☐ Full-Time                      ☐ Unit Adjunct

Applicant Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Department: Click or tap here to enter text.

Title of Activity/Project: Click or tap here to enter text.

Dates of Activity/Project: Click or tap here to enter text.

Brief Description of Activity/Project: Click or tap here to enter text.

Category: Click or tap here to enter text.

Credits Requested: Click or tap here to enter text.

**NOTE: To complete Credits Requested, complete the Criteria Checklist below for the relevant category, and complete the calculation.**

Rationale and required supporting documentation attached:

- Documents required according to category criteria.
- Detailed explanation of college and personal growth goals relevant to the project.
- Detailed description of professional and/or personal benefits of the project that are related to the teaching/learning process.
- A detailed list must be included with your application explaining the time spent on each portion of the activity as well as the total time involved.

**RELATIONSHIP OF PROPOSAL TO COLLEGE GOALS**

**1. Check each of the following ECC goals that align best with this request:**

- ☐ Teaching and Learning Excellence: Deliver instructional practices and curriculum to ensure student-centered learning.
- ☐ Lifelong Connections: Create a lifelong, meaningful, and mutual relationship with the College.
- ☐ ECC Experience: Cultivate a welcoming destination for students, employees, and our community.
- ☐ Fortify Our Future: Position the College to remain affordable while ensuring long-term financial stability and operational efficiency.

**2. Describe how this activity will assist you in meeting your own professional development goals.**

3. Describe the impact of this activity on any of the following: pedagogy, subject matter expertise, culturally responsive teaching, and/or professional performance.
4. Include here any additional information the committee may need to evaluate your proposal.

### **CRITERIA CHECKLIST**

**Directions:** Identify the category to which this application applies. Only one category may be selected for each proposal. Only individual requests for 0.025 (equates to 1 hour of activity) or more graduate equivalent credit (GEC) will be accepted. Check the box provided for documentation attached.

See alternate lane categories in Section II of this Handbook for details required with the application. Indicate the proposed amount of credit and provide a rationale where indicated. Calculations will be taken to the third decimal place and rounded to the second place.

#### **Category 1: Attendance at Conferences, Trade Shows, Workshops, Courses, and Other Training**

☐ Attach a copy of the complete program or documentation of other training and a table.

\_\_\_ Contact Hours ÷ 40 = \_\_\_ Graduate Equivalent Credits

#### **Category 2: Presentation at Conferences, Trade Shows, Workshops, and Other Training**

☐ Attach a copy of the complete program or documentation of other training and a table.

\_\_\_ Contact Hours ÷ 40 = \_\_\_ Graduate Equivalent Credits

#### **Category 3: Certification or Recertification**

☐ Attach a copy of the certification received and a table.

(\_\_\_ Preparation Time + \_\_\_ amount of time validating expertise through written test or skills demonstration) ÷ 40 =  
Graduate Equivalent Credits

#### **Category 4: Public Presentation of Professional Works**

##### **A. Publication**

☐ Attach a copy of the acceptance letter or contract.

☐ Attach a copy of the publication.

☐ Attach a table.

\_\_\_ Contact Hours ÷ 40 = \_\_\_ Graduate Equivalent Credits

##### **B. Musical Compositions**

☐ Attach a copy of the acceptance letter or contract.

☐ Attach a copy of the composition.

☐ Attach a table.

\_\_\_ Contact Hours ÷ 40 = \_\_\_ Graduate Equivalent Credits

##### **C. Juried or Invitational Exhibits of Works of Art**

☐ Attach a copy of the acceptance letter or contract.

☐ Attach a copy/image of the work of art.

☐ Attach a table.

\_\_\_ Contact Hours ÷ 40 = \_\_\_ Graduate Equivalent Credits

**D. Other Creative Works**

☐ Attach documentation of participation in table format.

\_\_\_ Preparation Time + \_\_\_ Presentation Time) ÷ 40 = \_\_\_ Graduate Equivalent Credits

**Category 5: Independent Study or Field Research**

☐ Attach an itinerary with planned activities indicated.

☐ Attach a rationale and benefit to teaching/learning process.

☐ Attach a summary of benefits and evaluation of project goals following completion of trip.

\_\_\_ Consecutive Travel Weeks ÷ 2 = \_\_\_ Graduate Equivalent Credits

**Category 6: Faculty Exchange/Visiting Professorships**

☐ Attach a copy of verified offer.

☐ Attach a copy of job description.

☐ Attach a verified certification of assignment and hours spent.

**Credit applied for:**

☐ 6 hours for 2 semesters

☐ 4 hours for 1 semester

☐ 2 hours for summer session

☐ 1 hour for shorter term

**Category 7: Project-Based Experience (Full-Time Faculty Only)**

☐ Attached a description of the project.

☐ Attached documentation of hours worked.

☐ Attach a table.

\_\_\_ Hours Worked ÷ 60 = \_\_\_

**Category 8: Other**

☐ Attach a rationale of value to applicant in terms of professional development for improvement of instruction.

☐ Attach a table.

\_\_\_ Preparation Time + \_\_\_ Presentation Time) ÷ 40 = \_\_\_ Graduate Equivalent Credits)

Applicant's Signature:

Date: Click or tap to enter a date.

The signature below indicates that the Supervising Administrator has been informed about this proposal and has had the opportunity to provide input. The Supervising Administrator shall return the form to the applicant within 10 working days.

|  |                                                                                                                                                     |                                     |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|  | Supervising Administrator's Signature                                                                                                               | Date: Click or tap to enter a date. |
|  | Comments (Comments are optional and may be included to provide additional context, support, or considerations):<br>Click or tap here to enter text. |                                     |

|                                                                                                                    |                                            |                                     |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Recommend for # _____ credits.<br><br><input type="checkbox"/> Not Recommend with Comment | Faculty Development Chair's Signature:     | Date: Click or tap to enter a date. |
|                                                                                                                    | Comments: Click or tap here to enter text. |                                     |

|                                                                                             |                                            |                                                                                               |
|---------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Approved<br><br><input type="checkbox"/> Not Approved with Comment | Vice President's Signature:                | Date: Click or tap to enter a date.                                                           |
|                                                                                             | Comments: Click or tap here to enter text. |                                                                                               |
| If Approved:<br><b>Original:</b> Human Resources Office<br><b>Copy:</b> Faculty Member      |                                            | If Not Approved:<br><b>Original:</b> Faculty Member<br><b>Copy:</b> Supervising Administrator |

Credit to be applied to lane movement must be reported to Human Resources with documentation by February 15.

## **SECTION III**

### **FACULTY DEVELOPMENT FUNDING**

## FUNDING FOR INDIVIDUAL FACULTY DEVELOPMENT ACTIVITIES

### Policies

1. Activities or projects may be funded for individuals in the categories of training, seminars, workshops, conferences, graduate and undergraduate coursework (tuition and fees), and research or other scholarly activities.
2. **Faculty development funding cannot be used for tangible goods (books, equipment, etc.) or for membership dues.**
3. Attendance at an expo, exhibition, trade show, vendor hall, or similar event may be eligible for funding when the event is a standalone professional activity. When such an event is held in conjunction with or as part of a conference, convention, institute, or professional meeting, funding may only be approved when the employee also attends the associated conference or meeting.
4. Proposals are judged on a competitive basis and are independent of the professional expense reimbursement benefit reserved for each faculty member under the ECCFA/Board Agreement.
5. Applications must be filled out completely and have all the required supporting documentation before consideration by the Faculty Development Committee.
6. The criteria for approval of such activities or projects and related expenditures is that they benefit individuals in the performance of their roles in the teaching/learning process as it pertains to subject matter expertise, professional performance, culturally responsive teaching, or pedagogy.
7. Approval may also be warranted for individuals in the process of retraining for a new role in the teaching/learning process (Full-Time faculty only).
8. The Faculty Development Committee approves or denies funding for each individual proposal. Proposals for funding may be submitted up to one year prior to the end date of the activity or one year following the activity. Pre-approval can be requested earlier for activities with a duration longer than 6 months. Proposals must include proper documentation of expenditures prior to disbursement of funds.
9. The Committee approves a maximum amount or reimbursement for an activity, subject to the maximum amount of remaining funds available to that individual in that funding year. All reimbursements are subject to College policies and limits, except that timelines for claims shall be dictated by the Faculty Development Handbook. Funding approved for individual activities is not transferable to other activities. If an activity is cancelled and the date is rescheduled, funds may be applied to the new date. Funds not utilized will remain in the Faculty Development account.
10. Please see Administrative Procedure 2.601, Travel and Business-Related Expenses, and Administrative Procedure 3.705, Mileage Reimbursement located at [Myelgin.edu](http://Myelgin.edu) for current College policies. The following sections from 2.601 are relevant to faculty travel being funded by faculty development: International Travel (Presidential Approval is Required- Use of the specific form referenced is not), Reimbursement of Travel Expenses, Per Diem, Transportation and Lodging Guidelines and Consequences for Inappropriate Use.

11. For approved proposals, faculty are required to file for reimbursement within four months of the approval date or four months of the activity end date, whichever is the later date. Failure to meet the deadline will release the monies back into the general fund.
12. When an approved activity is reimbursed for less than the approved maximum, the unreimbursed balance shall be returned to the faculty member's remaining individual allocation for the same funding year and may be requested for another eligible activity in that same funding year
13. Activities funded must be congruent with the ECC Mission Statement and Institutional Goals, as well as individual development goals. The Chair will compile a summary report at the end of each academic year that demonstrates the relationship between the College mission and goals and faculty development activities and a summary of the budget to be kept for accreditation reports. This report will be submitted to the Vice President of Teaching, Learning, and Student Development by the end of the fiscal year.
14. Faculty beginning their employment halfway through the funding cycle are eligible to request one-half of the designated yearly funding.
15. Funding for professional development activities will come from the funding year in which the proposal was submitted. Individual full-time faculty development activities are funded on a calendar year basis (January through December). Individual unit adjunct faculty development activities are funded on a fiscal year basis (July through June).
16. Inactive adjunct faculty may not apply for funding. Inactive adjunct faculty may file for reimbursement for previously approved activities.
17. Persons separated from the college may not file for reimbursement for previously approved activities.

## **Procedures**

1. Faculty must submit separate proposals for each individual activity or class. For example, each class in a pre-approved graduate program must be submitted individually for funding.
2. The applicant submits the [Faculty Development Funding Request form](#) (available on My.Elgin.Edu) with all required documentation attached. Receipts are not necessary for approval but must be attached to the Tuition and Travel Claim Form when disbursement is requested. If the funding request is for a completed activity, copies of receipts should be included; if the funding request is for an event in the future, estimates with rationale/support should be provided.
3. The applicant sends the form to the Faculty Development Committee via the Webform.
4. Complete proposals are forwarded to the Committee for consideration.

5. The Chair of the committee may seek additional information in advance of the committee meeting in order to reduce the likelihood of a proposal being tabled. The applicant is not obligated to respond to such requests.
6. If the proposal is tabled by the Committee pending additional information, an email will be sent to the applicant detailing the additional information required in order for the application to move forward. If the applicant does not provide additional information within four months from the time of the request, the proposal will be withdrawn. The applicant may reapply with a new proposal. The new proposal must meet all criteria explained in this Handbook.
7. The Faculty Development Committee Chair approves each proposal. An approval letter and Tuition and Travel Claim Form, including budget codes, are sent to the applicant via email after approval.
8. The applicant completes the Tuition and Travel Claim Form with receipts attached and sends it to the Administrative Support, who maintains budget record keeping. Faculty are expected to maintain their own records of the amount of funding for which they are eligible.
9. The Administrative Support sends original Tuition and Travel Claim Form to Business and Finance for disbursement of funds. Business and Finance may request additional information from the faculty member in order to abide by current institutional policies and procedures. Faculty are expected to maintain their own records of the amount of funding they have been approved for, including clarifying expense questions and/or providing additional documentation required by Business and Finance.
10. The administrative support keeps an account of expenditures made and the amount remaining in the Faculty Development Committee budget.
11. In the event that a planned activity does not take place, the faculty member can request to unencumber the approved funding for that activity. The faculty member should email the Faculty Development Committee Chair and Administrative Support and provide the name and number of the proposal. Once the Tuition and Travel Claim Form has been cancelled, the monies associated with it will be unencumbered and reallocated to the appropriate general fund.
12. In the event an activity exceeds the amount available to a faculty member in a given year the remainder can be requested in a subsequent year as long as it still falls within the timelines for application. In this event please reference the previous application in the subsequent application.



## **GROUP PROPOSALS**

### **Funding for Group Faculty Development Activities**

#### **Policies**

1. Faculty members may apply to the Faculty Development Committee for funding of group activities or projects that provide professional growth experiences. Group proposals should include aspects of collaboration between group members.
2. Inactive adjunct faculty may not apply for funding. Inactive adjunct faculty may file for reimbursement for previously approved activities. Persons separated from the college may not file for reimbursement for previously approved activities.
3. Group project proposals are to be submitted by a group of at least three (3) ECCFA faculty members. One of the faculty members must serve as the group coordinator, assuming responsibility for completing related paperwork for the group.
4. Group proposals are judged on a competitive basis and are independent of the individual professional development and professional expense benefit reserved for each faculty member under the ECCFA/Board Agreement. The criteria for approval of such activities or projects and expenditures are benefit to individual in the performance of their role in the teaching/learning process and support of the ECC Mission Statement and Institutional Goals.
5. Group money will be allocated to individuals within the group. If an individual withdraws from an activity, the money allocated to that individual may be redistributed to the remaining participants as long as there is a minimum of three (3) participants and the cost of the trip exceeds the individual allocation.
6. Faculty with an approved group activity may, via their group coordinator, access the College's travel agency for assistance in coordinating air and hotel bookings. Use of this service is optional, and faculty utilizing it are responsible for any associated processing fees. Faculty are encouraged to plan for and include processing fees in their proposals if they utilize this service. All travel arrangements made through the agency must be prepaid by the participating faculty member(s) at the time of booking. The College does not provide upfront payment for travel expenses. Group members are required to provide their own credit card(s) directly to the travel agency for all bookings. Questions regarding this process may be directed to the Business Office.
7. If an individual wishes to be added to an existing group proposal, an amended proposal must be submitted. Additional funds for that group activity will be considered only if group money is still available. An amendment to a group proposal that keeps the total dollar amount unchanged will generally be approved. For example, withdrawing one name and adding another or adding another individual while reducing the amount allocated to each individual will generally be approved.
8. The total amount of money allocated to an individual through group proposals will be limited to the same amount currently in effect for individual funds. Group proposals may be funded up to a maximum of \$5,000 per activity.
9. It is permissible for faculty to receive both group and individual funding for the same activity. In this case the applicant should note this explicitly on the individual application. If the individual request and the group funding request overlap in terms of items/ documentation, the applicant should explicitly note the total amount and the remainder after the group funding that they are requesting funding for.
10. Although curriculum development is to be funded by the Administration, the Committee may fund innovative growth activities that provide knowledge and skills that support curriculum development.

## **Procedures**

1. Group proposals will be considered twice per year. Proposals are due February 28 and August 31 (if dates fall on a weekend, proposals are due the following Monday).
2. The March meeting(s) will allocate up to one-half of the group funds, and the remaining funds will be allocated at the October meeting(s). If not encumbered in October, funds will be rolled over for individual activities.
3. Group project proposals are to be submitted on the [Faculty Development Funding Request form](#), available on My.Elgin.Edu. The form must include a tentative itinerary and budget and an outline of the project's merits. Proposals should include a description of collaborative outcomes that will be developed/shared with the College community.
4. Group project proposals will be considered by the Faculty Development Committee on the basis of the project's merits. Priority will be given to projects that:
  - directly affect a large number of faculty;
  - are interdisciplinary;
  - are innovative;
  - have a substantial potential impact on students;
  - support the College goals;
  - provide for a sharing of knowledge, skills, and insights gained with non-participants via workshops, presentations, etc.
5. A Tuition and Travel Claim form must be submitted for each group member at the same time to the Administrative Support staff liaison to the Faculty Development Committee. Forms should not be sent directly to Business and Finance.
6. Reimbursement requests for group proposals must be filed within four months of the activity or approval date, whichever is later.

## **SECTION IV**

### SABBATICAL LEAVE

## **SABBATICAL LEAVE APPLICATIONS**

Approved sabbatical leave proposals will clearly add to the effectiveness of the faculty members in the performance of their responsibilities at the College and/or clearly accrue to the benefit of the College.

### **Policies**

Full-Time Faculty (ECCFA/Board Agreement – *Section 5.7*)

1. The Board shall grant up to four (4) sabbatical leaves for eligible, full-time, tenured faculty. Two (2) sabbatical leaves shall be for a period of one (1) academic semester or one (1) academic year, and two (2) shall be for the summer term.
2. Tenured faculty are eligible to seek a sabbatical leave for an academic semester, an academic year, or a summer after having completed six (6) continuous years (including any non-sabbatical leave) of full-time service as a faculty member of the College or since his/her last academic semester or academic year sabbatical leave.
3. Tenured faculty will be eligible to request an academic semester or academic year sabbatical leave three (3) years after the completion of a summer sabbatical. Furthermore, tenured faculty are eligible to request a summer sabbatical three (3) years after the completion of an academic semester, academic year, or summer sabbatical.
4. A faculty member shall not be eligible for any sabbatical leave following an academic year in which they were on a leave of absence for sixty (60) days or more. Unit Adjunct Faculty II (ECCFA/Board Agreement – *Section 8.14*).
5. The Board shall grant up to 2 sabbatical leaves for eligible, unit adjunct faculty II. Two (2) sabbatical leaves shall be available each calendar year. Unit adjunct faculty II are eligible to seek sabbatical leave for an academic semester (excluding summer) or academic year (excluding summer).
6. Unit adjunct faculty II are eligible after having completed six (6) continuous years of active service in a bargaining unit subject to this Agreement.
7. Unit adjunct faculty II may be eligible to request subsequent sabbatical leaves after having completed an additional six (6) continuous years of service in a bargaining unit subject to this Agreement since the completion of the last sabbatical year. A unit adjunct faculty II member shall not be eligible for any sabbatical leave following an academic year in which they were on leave of absence for sixty (60) days or more. For purposes of interpreting this paragraph, “six (6) continuous years of active service” shall be defined as a unit adjunct faculty II member who has taught or served as a librarian in a bargaining unit subject to this Agreement for at least ten (10) of the last twelve (12) semesters over the six (6) year period, excluding summer.
8. At the conclusion of the sabbatical leave, faculty shall make a comprehensive written report to the College President and the Board. The report should include, but is not limited to, a summary of the program of study or project, an evaluation of the experience, and how the results of the leave will be used to improve instruction.

### **Procedures**

The following procedures will be followed by the Faculty Development Committee:

1. Sabbatical leave proposals for Full-time and unit adjunct II faculty are due to the dean by the third to last Friday of September by 5 p.m.
2. Sabbatical leave applications are due from the dean to the applicant by the second to last Friday of September by 5 p.m.
3. In the event that the form is not returned by the dean by the deadline, the applicant should contact the administrative support of the committee.
4. A dean/supervisor recommendation of 'Not Recommended' or a failure of a dean to return materials to the applicant by the timeline does not remove a timely and otherwise complete sabbatical application from Committee review, ranking, or further processing.
5. Sabbatical leave proposals for the coming year must be delivered to the Administrative Support staff member for the Faculty Development Committee no later than the last Friday of September by 5 p.m. The proposal form is carefully reviewed by the Committee. Applicants are encouraged to add as much information as possible to describe their planned activity, including planning that has been completed and future action steps that will be completed if the proposal is approved.
6. The sabbatical proposals will be provided by the Administrative Support for each Committee member for review by the first meeting in October. Sabbatical materials will be marked
  - a. "confidential."
7. Sabbatical materials, submissions, and names of candidates will not be discussed or shared outside of the Committee, except by the Faculty Development Committee Chair.
8. First Review of proposals by the Faculty Development Committee will include:
  - a. Proposals will be evaluated by the Committee based on the Basic Criteria.
  - b. Applicants whose proposals meet the Basic Criteria, as determined by a majority Yes/No vote of the Committee, will be invited to the Second Review meeting to present their proposals and respond to Committee questions in person to the Committee at the second and/or subsequent October meeting(s).
  - c. Questions for the approved applicants will be formulated in this meeting by the Committee
  - d. Questions should be standardized across all applicants.
9. Second Review of proposals by the Faculty Development Committee will include:
  - a. Invited applicants will present proposals and answer questions.
  - b. Voting on proposals will follow the presentations and interview questions.
  - c. Voting Process:
    - i. Projects will be voted on Merit Basis - Yes/No - All proposals with a majority yes vote will move to the next stage.
    - ii. Projects will then be ranked based on Merit, according to the pair-wise voting process. See Pair-Wise Voting that follows.
10. Summer Proposals - Determine the ranking priority order for summer applicants. A maximum of two (2) are selected, and the next one in the ranking is the alternate selection.

11. Academic Semesters - Determine the ranking priority for the fall/spring semester applicants. Two (2) are selected and the next one in the ranking is the alternate selection.
12. The Committee will send its recommendations forward to the Vice President of Teaching, Learning, and Student Development for recommendation to the Board of Trustees.
13. Proposals that meet the criteria but that are not selected through the voting process may be designated as alternates in case an approved proposal is withdrawn by the applicant.

### **Basic Criteria**

The Committee has determined that the following Basic Criteria will be applied in its decisions. These criteria are not in priority order. Attention will be given to proposals that support the mission and relevant goals and objectives of the College and best promote professional renewal of the recipient.

The Basic Criteria established by the Committee are:

- The proposed project exposes the faculty member to relevant ideas and/or skills.
- The proposed project supports the faculty member's job description.
- The proposed project provides cultural and/or educational benefits to students and staff, community, or society.

### **Merit Criteria**

The merit of those proposals meeting the Basic Criteria will be judged utilizing, but not limited to:

- Projects that provide retraining, allow for research, expose one to cultural diversity, furnish a global perspective, and/or allow exploration of new specialties.
- Projects that allow the application and enhancement of skills or knowledge in an alternate work environment, to complete a program of study, to complete coursework, or to promote instructional innovation and teaching/learning strategies that positively impact the classroom setting.
- Projects that benefit large or diverse groups, that benefit people with special needs, or that enrich the quality of life and learning in the College, the community, or society.
- For the awarding of sabbaticals, priority will be given to faculty who have not experienced that type of sabbatical (Summer/Semester) if their proposed project is of comparable merit to the other proposal(s) within their category of submission.

### **Pair-Wise Voting System**

1. Proposals will be divided into full-time and unit adjunct faculty groups. Then the following voting process will be followed for each group.
2. Prepare one ballot that contains a vote for each of the possible pairs of candidates. Example: If Anton, Bob, Carol, and Maria are eligible, the ballot would contain 6 votes, with the order being determined randomly. (Random order on the ballot is important.)

|       |     |       |
|-------|-----|-------|
| Anton | vs. | Bob   |
| Anton | vs. | Carol |
| Anton | vs. | Maria |
| Bob   | vs. | Carol |

|       |     |       |
|-------|-----|-------|
| Bob   | vs. | Maria |
| Carol | vs. | Maria |

Note: Number of Candidates      Number of Pairs

|   |    |
|---|----|
| 2 | 1  |
| 3 | 3  |
| 4 | 6  |
| 5 | 10 |
| 6 | 15 |
| 7 | 21 |

2. Each voter circles their choice for each possible pair.
3. The persons(s) designated to count the ballots ➤ records the winner of each possible pair and ➤ counts the number of times each candidate won.

To avoid a tie, an odd number of voters is preferred. The candidate with the most votes wins and is the number one choice, etc.

1. If two (2) candidates have the same number of wins, the Committee will look at the ballot for those two people and assign the winner the highest priority.
2. In case of a tie between 3 or 5 candidates, an additional vote will be taken, and the top 2 vote-getters win by simple majority.

It is possible for proposals to be both highly ranked AND to not be recommended.

**Elgin Community College**  
**SABBATICAL LEAVE APPLICATION (Form IV.1)**  
☐ Full-Time     ☐ UAF-2

***APPLICATIONS ARE DUE BY 5 P.M. LAST FRIDAY OF SEPTEMBER***  
***CONFIDENTIAL***

**Prior to completing this form, faculty are encouraged to review Section IV Sabbatical Leave within the Faculty Development Handbook.** Applications for sabbatical leave will include a well-developed proposed project that will clearly add to the effectiveness of the faculty members in the performance of their professional responsibilities at the College. Identification of the value to the applicant's professional development and reference to supporting relevant mission/goals/objectives of the College is requested. All dates pertinent to such leave should be included. A comprehensive written report to the College President and the Board is to be submitted at the conclusion of the leave and "...should include, but not be limited to, a summary of the program of study or project, an evaluation of the experience, and (identify) how the results of the leave will be used to improve instruction."

Name: Click or tap here to enter text.

Division: Click or tap here to enter text.

Department: Click or tap here to enter text.

Date of Appointment: Click or tap here to enter text.

Completion and Period of Last Semester/Year Sabbatical Leave: Click or tap here to enter text.

Completion of Last Summer Sabbatical Leave: Click or tap here to enter text.

Period of Sabbatical Requested

**(Applicant must select either summer or one of the academic year options.)**

- ☐ Summer Semester (Full-Time Only)
- ☐ Full Year (Half Pay)
- ☐ Fall Semester
- ☐ Spring Semester

Please attach the sabbatical project proposal to this signed application and submit it to the Administrative Support by the last Friday in September no later than 5 p.m.

|                        |                                     |
|------------------------|-------------------------------------|
| Applicant's Signature: | Date: Click or tap to enter a date. |
|------------------------|-------------------------------------|

|                                                                                                   |                   |                                     |
|---------------------------------------------------------------------------------------------------|-------------------|-------------------------------------|
| <input type="checkbox"/> Recommended<br><input type="checkbox"/> Not Recommended<br>with Comments | Dean's Signature: | Date: Click or tap to enter a date. |
| Comments: Click or tap here to enter text.                                                        |                   |                                     |

**SABBATICAL LEAVE PROPOSAL (Form IV.2)**  
**CONFIDENTIAL**

All applicants must include a detailed description of the proposed project in the following format, which may be supplemented to accommodate unique characteristics of the project. A description of the program and criteria for awarding sabbatical leaves is in the first section of the Faculty Development Handbook.

- I. Purpose: Click or tap here to enter text.
- II. Project Objectives (Please indicate those objectives that meet the Basic and Merit criteria outlined in the Sabbatical section of the Faculty Development Handbook.)
  - A. Personal Objectives: Click or tap here to enter text.
  - B. College-Related Objectives (Cross reference relevant College goals and/or departmental objectives.): Click or tap here to enter text.
- III. Project Description
  - A. Detailed Plan of Action (Describe the planning completed, key future action steps, and how you intend to complete this plan.): Click or tap here to enter text.
  - B. Time Frame: Click or tap here to enter text.
- IV. Project Benefits/Projected Impact on Instructional Program, including specific follow-up activities currently planned. Click or tap here to enter text.
- V. List all supporting documentation, such as a letter of acceptance from a graduate school, an offer from a place of employment, or explanatory brochures and registration information. A copy of each document must be attached to the proposal. Click or tap here to enter text.

## SABBATICAL LEAVE APPROVAL FORM (Form IV.3)

Applications have been reviewed by the designated administrators for purposes of information and planning. Committee approval and Board concurrence are required for the granting of sabbatical leave.

**Faculty Member's Name:** Click or tap here to enter text.

**Division:** Click or tap here to enter text.

**Department:** Click or tap here to enter text.

**Date Submitted:** Date      **Term of**

**Sabbatical Leave:**

- ☐ Summer Semester (Full-Time Only)
- ☐ Full Year (Half Pay)
- ☐ Fall Semester
- ☐ Spring Semester

|                                                                                                   |                                            |                                     |
|---------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Recommended<br><input type="checkbox"/> Not Recommended<br>with Comments | Faculty Development Chair's Signature:     | Date: Click or tap to enter a date. |
|                                                                                                   | Comments: Click or tap here to enter text. |                                     |

|                                                                                                   |                                            |                                     |
|---------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Recommended<br><input type="checkbox"/> Not Recommended<br>with Comments | Vice President's Signature:                | Date: Click or tap to enter a date. |
|                                                                                                   | Comments: Click or tap here to enter text. |                                     |

|                                                                                             |                                            |                                     |
|---------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------|
| <input type="checkbox"/> Approved<br><input type="checkbox"/> Not Approved<br>with Comments | Chair, Board of Trustees' Signature:       | Date: Click or tap to enter a date. |
|                                                                                             | Comments: Click or tap here to enter text. |                                     |

|                                          |                                |                                     |
|------------------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> Contract Issued | Chief Human Resources Officer: | Date: Click or tap to enter a date. |
|------------------------------------------|--------------------------------|-------------------------------------|

Final decisions will be communicated to Academic Dean.