Memorandum of Understanding
between
Illinois State University
and
Illinois State University Education Association
INTO Program

In recognition of the new partnership between INTO and Illinois State University, the parties agree that NTT faculty who teach English language courses or short-term programs with an English language training component through the INTO program (including Academic English, Pathway Programs, and other programs coordinated by INTO Illinois State Center) and programs coordinated by the Office of International Studies and Programs will be subject to the terms and conditions of employment in the ISUEA labor agreement except as modified herein.

1. The Full time appointments may include, but are not limited to, both credit and non-credit bearing courses and will be defined as 15 instructional contact hours and on average 22.5 (instructional contact hours X 1.5) instructional support hours as defined below. The 15 instructional contact hours shall be consistent with best-practice pedagogy for English for Academic Purposes and will emphasize interactive student work and effective communication rather than grammar study for its own sake. It is understood that the 15 instructional contact hours, as assigned by management, will not be limited to formal classroom instruction and shall include interactive group work as well as speaking and listening exercises.

   a. Any assignment above 15 Instructional contact hours will be offered as an overload and will include a proportionate increase in the instructional support hours.

   b. 22.5 instructional support hours includes:
      o 10 hours non-structured grading and preparation time.
      o 12.5 hours for non-instructional and administrative duties including, but not limited to, placement, office hours, and meetings.

   c. Normal working hours are defined as between 8:00 a.m. and 6:00 p.m. The normal work day shall require work during normal working hours, but exceptions can be made for special circumstances.

   For work outside of normal working hours and “other duties,” it is understood that any assignment will be one-time or infrequent activities rather than ongoing, regularly scheduled instructional contact hours. Assigned duties that cause NTT faculty members to exceed the 15 instructional contact hours or the 22.5 instructional support hour limit shall be compensated as extra pay on a pro-rata basis.

2. NTT faculty subject to this MOU will follow the academic year as defined in Article II of the ISUEA Labor Agreement. For purposes of placement testing, academic portions of orientation programming, and curriculum discussions, INTO NTT faculty may be required to work on campus before the first day of classes. However, required placement testing or other work outside of the appointment period will be compensated as extra pay on a pro-rata basis.

   a. When work is required beyond the dates of the appointment period it will be compensated as either a new appointment or an extension of the existing dates of the appointment period.
b. Any work beyond the dates of the appointment period shall be optional for NTT faculty covered by this MOU.

c. NTT faculty covered by this MOU shall have sole discretion regarding the acceptance of overloads or summer work.

3. The program Director (or designee) will schedule one (1) meeting during the Fall Semester and one (1) meeting during the Spring semester to provide a formal means for continued dialogue between the parties concerning overall NTT class loads and total hours worked. These meetings will be considered a part of the full-time INTO NTTs' normal administrative duties; however, NTT attendance at these meetings is not mandatory. Attendance at such meetings will be limited to the full-time INTO NTTs who choose to attend, up to three (3) ISUEA representatives, up to two (2) administrative representatives, and the Labor Relations Director (or designee). The Ground Rules for these meetings will be the same as those for the Labor/Management committee, as provided for under Article III of the ISUEA labor agreement. The parties participating in these meetings may not alter or ignore the terms of the ISUEA labor agreement or this MOU, and the meetings shall not constitute or be used for the purposes of negotiation.

This MOU supersedes the untitled MOU dated June 18, 2018, concerning the INTO program. The terms of this agreement shall remain in effect for the life of the ISUEA labor agreement in accordance with Article XIX. This MOU may be reopened during its term by either party upon written request to the other party. Modification of this MOU will be subject to mutual agreement.

For the University:  
/s/ Michael D. Kruger  6/18/19  
Date

For the Union:  
/s/ Jodi Hallsten Lyczak  6/18/19  
Date

/s/ Janice Bonneville  6/18/19  
Date