

**Memorandum of Understanding**  
**between**  
**Illinois State University**  
**and**  
**Illinois State University Education Association**  
**Office of International Engagement**

In recognition of the combination of non-credit bearing and credit bearing courses within the Office of International Engagement, the parties agree that NTT faculty who teach English language courses or short-term programs with an English language training component through the Office of International Engagement (including Academic English and Pathway Programs) and other programs coordinated by the Office of International Engagement 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 2 of the ISUEA Labor Agreement. For purposes of placement testing, academic portions of orientation programming, and curriculum discussions, Office of International Engagement 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.

The terms of this agreement shall remain in effect for the life of the ISUEA labor agreement in accordance with Article 19. 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:

For the Union:

/s/ Michael D. Kruger 2/3/2025

/s/ Sarah G. Hall 1/29/2025

/s/ Janice Bonneville 2/5/2025

/s/ Angie McCombs 1/29/2025