

LETTER OF AGREEMENT

Between Heartland Community College (the College)
and the Heartland Adjunct Faculty Association – IFT Local 6077 (the Association)

Purpose

This Letter of Agreement (LOA) clarifies the parties' shared understanding regarding adjunct faculty meeting attendance and virtual access to faculty meetings (faculty orientations; beginning of semester all-faculty meeting; academic division, department or program meetings; faculty forums) when their attendance is invited.

1. The College will provide reasonable notice that includes date, time and modality of meetings.
2. With the exception of new adjunct faculty onboarding and orientation meetings and any meeting required to meet federal, State or Heartland safety requirements (e.g. lab safety orientation meetings), adjunct faculty attendance at meetings is voluntary. In the rare cases when meeting attendance is required, adjunct faculty will be compensated at the hourly meeting rate prescribed in the HAFA CBA.
3. The College will invite and compensate adjunct faculty for meetings focused on assisting them with carrying out their assigned duties or enhancing their job performance. Attendance at these meetings is voluntary. The College and the Association acknowledge the importance of the adjunct faculty's inclusion and participation in meetings that pertain to their assigned duties and job performance; however, the College retains the right to determine meeting invitees based on scope of discussion and scope of work. Such invitations shall not be unreasonably withheld.
4. The meeting types listed below may be scheduled in-person.
 - Beginning-of-semester Provost and divisional/departmental meetings
 - New adjunct faculty onboarding and orientation meetings
 - Accreditation preparation and site visit meetings; where the primary purpose of the meeting is preparation for an upcoming accreditation submission or site visit
 - Interpersonal conflict resolution meetings to be scheduled at mutually agreeable times.When these meetings are scheduled in-person, adjunct faculty may request virtual access to participate which will be granted when mutually agreed upon between the meeting convener and the faculty member. When an adjunct faculty member's request to participate by virtual access is denied, the adjunct faculty member may request an alternative means to review meeting material pursuant to Paragraph 6 of this LOA. When the meeting is scheduled and designed to be in-person and the meeting convener agrees to provide a virtual link, the participant may not experience the same degree of engagement as in-person participants due to the design.

5. For other faculty meetings that adjunct faculty members are invited to, a virtual or hybrid participation option will be provided, at minimum, upon request. This includes providing virtual or hybrid access for faculty serving on Shared Governance Committees when those committees meet. All such meetings shall be compensated at the rates prescribed in the HAFA CBA.
6. For optional beginning of semester all-faculty and divisional meetings, adjunct faculty unable to attend may request, by end of the day of the meeting, an alternative means to review meeting material and complete a short confirmation, including but not limited to a dedicated feedback option, within 1 week (7 days) of the meeting to receive compensation for meeting attendance. Completion of the review and confirmation shall not exceed the amount of time for the in-person meeting. Upon completion/confirmation, the adjunct faculty member will be compensated at the hourly meeting rate for the amount of time equivalent to the in-person meeting.
7. The parties agree that this LOA does not apply to disciplinary or grievance meetings. Nothing in this agreement modifies or reinterprets Article VI (Grievance Procedure) or Section 10.5 (Discipline).
8. This LOA takes effect on the date of final signature and shall remain in effect until July 1, 2030 unless amended or renewed by mutual written consent.

Jean-Marie Taylor
Jean-Marie Taylor (Jul 31, 2026 09:16:36 CDT)

Signatures

For Heartland Community College

Name: _____

Title: _____

Date: _____

For the Heartland Adjunct Faculty Association

Name: Jean-Marie Taylor

Title: President, Heartland Adjunct Faculty Association

Date: 07/31/2026