

Letter of Agreement (LOA)

Late-Added Sections; Preference; Overload; and Assignment Process

Between Heartland Community College (the "College") and the Heartland Faculty Association (HFA), IFT Local 6038

Purpose

To clarify the process for assigning sections added after full-time faculty submit preferences, consistent with Collective Bargaining Agreement (CBA) Section 7.4.

Process

1. When a course section is added after full-time faculty preference submissions but **before student enrollment opens**, the supervising administrator or designee shall notify all qualified full-time faculty and specify a short response window. If more than one full-time faculty member expresses interest, assignments shall be made pursuant to §7.4(B). The section will ordinarily be added as overload within the limits of §7.4(A); a course section substitution may be approved only when it will not materially disrupt existing schedules, as determined by the supervising administrator. Overload may be withheld pursuant to §14.12. If no eligible full-time faculty expresses interest, the section may be offered to qualified part-time faculty.
2. When a course section is added after full-time faculty preference submissions and **after student enrollment opens**, the supervising administrator or designee shall notify all qualified full-time faculty and specify a short response window. Assignments will be offered as overload within the limits of §7.4(A); overload may be withheld pursuant to §14.12. A course section substitution shall not be approved except under extraordinary circumstances to meet student needs, as determined by the supervising administrator. If no eligible full-time faculty expresses interest, the section may be offered to qualified part-time faculty.

This LOA clarifies existing procedures under §7.4; it does not modify the CBA. Any amendment to this LOA requires mutual agreement of the College and the Association.

Signatures

For Heartland Community College

Name: Sarah Diel-Hunt

Title: Interim Provost & VP, Academic and Student Affairs

Date: 12/11/2025



For the Heartland Faculty Association

Name: Sharon Migotsky

Title: President, Heartland Faculty Association (IFT Local 6038)

Date: 12/11/2025

A handwritten signature in black ink that reads "S. Migotsky". The signature is written in a cursive style with a large, stylized initial "S".









LOA - Late Added Sections and Assignment Process (1)

Final Audit Report

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