

## December 2013

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**Dan Filipek &  
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Vice Presidents and  
Grievance Chairs

**Cheryl Thayer**  
AFA Office manager  
Room 2470 DP  
Mon & Wed. 1- 2:30 p.m.  
Voicemail at  
(847) 635- 2193

Visit our web site at  
[ww.oaktonafa.org](http://ww.oaktonafa.org)  
Email:  
[info@oaktonafa.org](mailto:info@oaktonafa.org)

### ***The AFA***

What is the AFA? The AFA is *your* union, protecting and fighting for the rights of all adjuncts covered under the bargaining agreement between the college and the AFA (anyone teaching at least six LHE's in any three previous terms).

### ***Keep Track of Your Numbers***

It is very important to keep track of the number of LHE's you are accruing. Remember, non-affiliate adjuncts have an 11.25 LHE limit this term. If an instructor goes over his or her limit, our contract with the college is violated. At least three adjuncts have allegedly lied on multiple department forms, intentionally going over the 11.25 limit. This makes scheduling very complicated for the college. Each of us is responsible for being aware of and keeping within the number of LHE's we can teach, especially those earned outside of regular classes – reading WSAT essays, tutoring, teaching in the ALL program, and so on.

It is easy to keep track. Go to Banner, and then Employee. Under Employee, go to Faculty Load and Compensation, and then Compensation and Acknowledgement. Proceed to the correct

semester. Just beneath "Load" within the gray bar, you will find your LHE equivalent for that particular activity. Add them up, and you have your current LHE load.

What happens to those who misrepresent their hours? It may result in loss of assignment in subsequent years.

### ***Continued Eligibility***

Pay attention to any email regarding continued eligibility. Teachers have not been given classes as a result of their failure to abide by the rules. To meet this requirement, instructors need to have proof of what was done for continued eligibility and why it was important both for you and for the college. Keep track of conferences participated in, workshops attended, presentations given or articles written. Your chair will be able to further fill you in on what activities might count. The workshops you have taken through CPD are in your unofficial academic

transcript in Banner.

***Beware of Privacy Issues***

Students' right to privacy is taken very seriously at Oakton. Although chatting in the hallway with a student about grades may be convenient, do not do it. Grades are not to be discussed within earshot of others. Use an empty classroom or some other private space to discuss with a student their work in class. In addition, when returning graded papers to students, if you hand them out grade-side down or fold them in two, all students' grades will remain confidential.

***Diversity***

We pass posters championing diversity in the hall, and are aware of it once again as we pass students in those same halls. What does it mean to us in the context of teaching? We must respect and be sensitive to the cultural identities of our students. For example, this might mean n

inadvertently embarrassing an Asian student. Without some conscious thought on the matter, we may not realize what might be felt to offensive or stereotyping. The Center for Professional Development agreement between the six LHE's in any one of the has periodic training sessions regarding these issues. You are encouraged to take these classes both earn continued eligibility and avoid future problems.

