

College	1. Are your Counselors members of the faculty union?	2. If so do you have PT or Adjunct Counselors who are members of the union?	3. Are your Librarians members of the faculty union?	4. If so, do you have PT or Adjunct Librarians who are members of the union?	5. How many hours per week do your FT Counselors work? PT Counselors?	6. How many hours per week do your FT Librarians Work? PT Librarians?
Black Hawk College	Yes	No	Yes	No	37.5	37.5
City Colleges of Chicago	City Colleges no longer have Counselors	N/A	Yes	FT	N/A	30 for FT; max 29 PT
College of Lake County	Full time counselors are part of the faculty union	Not currently, but they will be shortly	Full time, yes	Not currently, but they will be shortly	FT 35 hours per week. PT Usually between 6 and 15 hours.	FT 35 hours. PT varies with max of 20 hours per week
Harper College	Yes	They are members of their own union	Yes	They are members of their own union – same union as adjunct counselors	FT – 35; PT vary but typical hours are in 20-27 range	FT – 35; PT varies by position – usually 15 or less; 8-10 for those working in Reference
Highland	No	N/A	No	N/A	Only employ advisors. 4 FT advisors; 1 Career Center/Advisor who work 40 hours per week.	40 hours
John Wood	Through attrition over the last several years we have been able to replace our “counselors” with “advisors”, thus avoiding the union issue. Likewi					

Joliet Junior	Yes	There is a separate adjunct union but it does not include the PT counselors b/c the criteria for membership is teaching hours	Yes	I don't think so	FT is 35 hours - PT varies	I think the FT librarians also work 35 - I don't know if they have PT librarians
Kaskaskia College	No	N/A	No	N/A	We don't have Counselors on advisors. FT advisor 3 PT advisor -2 currently located at two of our five educational centers. 40 hours.	40 hours
Lake Land	Yes	NO	Yes	No	FT: 40 – PT:<30	FT: 40 - PT
Lincoln Land College	no	no	yes	unsure	40 hours; 12 months – no PT Counselors	unsure
Moraine Valley	Yes	We have unions for PT (adjunct faculty union) counselors	Yes	Yes	FT 35 hours; PT 25 hrs/wk but during peak times they are allowed to work more than 25 hours.	Same as counselors
Oakton College	yes	Some of our part-time counselors have been members of the Adjunct Union (if they worked enough hours to qualify for membership)	yes	N/A	average of 35 clock hours	N/A

Parkland College	Yes	No	Yes	One is a member of the part-time faculty union.	FT 40 and PT N/A	FT 40, PT Librarians Works 215 days, half-time
Rend Lake	NO	No	No	N/A	FT Counselors-37.5, no PT Counselors	37.5, no PT
Rock Valley	No	No	Yes	No	FT 40; No PT	40 hours per week for 43 weeks (10 months = 30 contact hours per year). No PT
Sandburg College	yes	No	Yes	No	40	40
Triton College	Yes	No	Yes	No	FT35/PT varies but does not exceed 30	FT35/PT varies but does not exceed 30

Southwestern Illinois	Yes	Yes	Yes	Yes	FT counselors work a regular 8-4 or 9-5 shifts; they can do 4 hour overloads. PT counselor hours per week vary according to student enrollment patterns.	This varies by semester.
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7. How do you handle Summer Sessions for your Counselors?	8. How do you handle Summer Sessions for your Librarians?	9. Do Counselors provide Advisement to your students?	10. Do you have Advisors in addition to or rather than Counselors?	11. Do your other Faculty advise students?
One counselor on 12 month contract	Librarians through Instruction	Yes	Yes, academic advisors	Yes, especially in career programs
N/A	Same as faculty-rotation	N/A	Only have Advisors	Yes, after training and certification
Separate contract.	Separate contract.	Yes	Yes	Yes
We develop a schedule and counselors bid for hours, with full-timers selecting first in seniority order, then adjuncts on a later date after all full-timers have selected	Assignments based on seniority – seniors get more hours than juniors, and overall coverage remains the same as in fall/spring	Yes – this is their primary direct service function. They also teach (some part of load, some overload), do committee work, etc.	There are a handful of non-counselors who provide some limited advising as a small portion of their workload in the advising and counseling centers. We do not call them advisors. There are also advisors in the ESL and international student offices.	Not formally, but chairs and program coordinators do tend to provide some advising at times.
Same staff	Same staff	N/A	Advisors only	No
se with the library, we have avoided using the title				

My expectation (and this is new) is that they work at least some portion of the summer - as we have hired new counselors we have made this pretty clear but we're still working on this issue.	Not Sure	Yes	Not staff advisors-we do have faculty advisors but that's not too helpful in the summer	only if they have been trained and receive a stipend to be a faculty advisor
Same staff	Same staff	N/A	Advisors only	Not yet working toward this goal.
May work 300 hours and	Same as counselors	Yes	No	Yes. All full-time
They are 12 month employees	unsure	Yes, in some situations – e.g. academic probation/suspension	Yes	Yes, on an informal basis, especially in occupational areas.
FT are paid supplemental load in the summer and overload rate during fall and spring semesters	Same as counselors	Yes	Yes, and they are part of the faculty union.	No
if they work they are compensated the same way all full time faculty are compensated	N/A	only during the peak periods	yes,and we just hired a staff psychologist (am moving away from the faculty counselor model)	department chairs often advise students in the CTE programs

Counselors and librarians have 215-day contracts. The 215 days are spread across the entire year. The directors of those departments manage the schedule so everyone isn't gone at the same time in the summer!	Same as question 7	Yes, lots of it.	Yes, in addition to the counselors.	Some career program faculty advise students in their programs.
Work year round	Work year round	Yes	No	Yes
They are employed on 12 month contracts with 4 weeks paid vacation to be taken throughout the year.	Staggered within the year to cover summer sessions.	Yes	Academic Advisors in addition to counselors	Unofficially, in the AAS degree areas.
Supplemental faculty contract. Contract is voluntary.	Librarian reports to Instruction. I can find out the specific if needed.	Yes	Yes	Some Faculty do advise.
Our counselors work 12 months, with the exception of two that are still under an old contract so we have moved away, for the most part, of having to deal with summer scheduling. These two counselors have up to 33 supplemental days and overload that they can work .	Again, supplemental days and overload.	Yes. They are the primary source for advising. We no longer have Academic Advisor positions.	No	Yes. We over a stipend to other faculty to assist with enrollment during peak periods and they serve as Enrollment Facilitators.

<p>Summer is considered part of the contractual period (FT counselors have 11 month contracts –non-contracted time is spread out over the year).</p>	<p>Summer is not separated from the rest of the year.</p>	<p>Yes</p>	<p>No</p>	<p>Program coordinators in vocational areas also advise students as needed.</p>
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