



Illinois Community College Faculty Association (ICCFA) Position & White Paper Submission Process *(February 28, 2025)*

Purpose

The ICCFA encourages its members to contribute position papers, white papers, and research-based reports that align with the Association's mission and priorities. These papers should serve as valuable resources for advocacy, professional development, and policy recommendations relevant to Illinois community college faculty.

Submission Eligibility

- Any ICCFA member statewide (not limited to Board members) may submit a position or white paper for consideration.
 - Submissions should be original and not previously published elsewhere.
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Submission Process

1. Drafting & Formatting

- Papers should be clear, well-organized, and professionally written.
- Recommended length: 2-10 pages (excluding references).
- APA or MLA citation format is encouraged if sources are referenced.

2. Submission

- Members submit papers via email to the ICCFA Secretary (Hong.Fei@heartland.edu).
- A confirmation email will be sent to acknowledge receipt.

3. Initial Review (Checklist Evaluation)

- The Board will conduct an initial review to ensure:
 - The paper aligns with current ICCFA priorities.

- It is relevant to Illinois community college faculty.
- It is factually accurate and supported by credible evidence.
- It is free from discriminatory, defamatory, or overtly partisan content.

4. Board Revision & Approval

- Papers passing the initial review will be shared with the ICCFA Board.
- A Board member may conduct light editorial revisions for clarity, grammar, or formatting.
- The Board will vote on approval for publication. A majority vote is required.

5. Publication & Dissemination

- Approved papers will be published on the ICCFA website under the statements section (<https://iccfa48.org/statements.html>).
- The Board may also share papers via ICCFA newsletters, social media, and professional networks.

Evaluation Checklist

A simple rubric will guide the initial review:

Criteria	Yes	No	Comments
Aligns with current ICCFA priorities	✓	✗	
Relevance to Illinois community college faculty	✓	✗	
Factually accurate and supported by credible sources	✓	✗	
Professional tone and structure	✓	✗	
Free from discriminatory, defamatory, or overtly partisan content	✓	✗	
Grammar, clarity, and readability	✓	✗	

Additional Considerations

- The ICCFA Board retains the right to prioritize certain submissions based on emerging legislative, institutional, or faculty-related concerns.
- If a paper is time-sensitive (e.g., addressing an active policy discussion), expedited review may be requested.

Conclusion

This process ensures transparency, inclusivity, and alignment with ICCFA's mission. By allowing any member to submit and establishing a structured review, the ICCFA fosters faculty engagement and thought leadership across Illinois community colleges.