

## Adjunct Faculty Committee Minutes

September 21, 2012

AFC members present: Webb, Dorman, Eixmann, Huebner, Eaton, Proff, Okere, Conroy

Minutes drafted by Proff and Okere

Meeting called to order at 2:01.

Minutes of the 8/31 meeting (distributed for review via email on 9/7) were approved.

### Information and announcements

- Presidential Awards PPS 6.11 revisions
  - Evaluation instrument- a new matrix will be used across all Presidential Awards. Categories in the matrix include: Sustained Commitment, Internal/External Recognitions, Excellence or Impact of Activity
  - A narrative summary of significance of accomplishments has been added to application requirements
  - A new title for Runners-up is also being considered
- VPEM Heintze has been invited to the 9/26 Senate meeting to address calendar issues, e.g. final exam schedule. Please forward any questions to AFC Chair you would like introduced in the discussion.
- President Trauth and the Provost would like faculty feedback on the enforcement of the tobacco policy. AFC members were charged with polling adjuncts re: what level of enforcement do we feel the university should apply?

### Items in progress

- Collection of department/school policies update  
Received thus far, 18 of 39  
Is on the agenda of the 10/4 Council of Chairs meeting- Conroy has been asked to address the chairs re: collection of departmental adjunct-related written policies. The email reminder to the chairs discussed in the 8/31 minutes will be delayed until after this meeting.
- Part-time Faculty Awards  
At the 9/5 PAAG meeting, the President and the Provost were amenable to the request for a part-time faculty teaching award. The Provost directed the AFC to draft a policy for the award process to be submitted to the Faculty Senate for endorsement, and then to the Associate Provost. Volunteers are needed for this task force. Target date for the draft policy is 10/19. Jana Proff, Donald Huebner, and Glynda Betros with Michel Conroy, ex officio, will serve on the Award Task Force. This award will be similar to the Online Teaching Award, which awards \$2500 to the winner and two \$1250 awards to the runners-up.
- Homepage link and adjunct faculty URL  
Diana Harrell, Director of Marketing, has given verbal approval for the creation of this link. A task force will be formed to develop the content.  
Conroy will be the point of contact for now, and Jana Proff will be the GATO manager. AFC members are asked to poll their constituencies to ask for ideas regarding the site's content. The following content was suggested: service opportunities, HR benefits, parking policy, FAQ. The idea to produce an annual report of adjunct faculty accomplishments (following the compilation of annual performance evaluations) was proposed instead of a newsletter.
- Update on reduced parking fee salary limit data, Sherry Ross. RTA These data will be available soon.
- Update from Debra Feakes on core curriculum revision impact on adjunct and graduate student teaching assignments was distributed via email. No additional information on this item.

## 2012-13 committee goals

Committee goal suggestions. The committee consensus was that the current committee projects are appropriate at this time and no additional goals were identified.

## New Business

- The Senate has been asked to identify an adjunct faculty member to serve on the screening committee for the Director of Faculty Development position. This will be an internal hire. The Senate has agreed to have the AFC make this recommendation. Donald Huebner volunteered to serve on this committee.
- Other
  - Evaluation weighting, Dorman. The committee discussed research expectations for adjunct faculty across the represented departments. It was decided that merit policies should be discussed at the upcoming liaison meeting in October to determine how departments are handling research for adjunct faculty. (See below.\*)
  - Department meeting attendance  
Comment received from adjunct faculty member: “Several departments do not allow adjunct faculty to vote or even attend departmental faculty meetings. Addressing this issue and seeing if the AFC can do anything to create a campus policy to include all adjuncts in regular faculty meetings would be a great next step in the process.” Faculty members are encouraged to review and discuss the newly revised faculty voter definition (found in the Faculty Constitution) with their faculty senator and/or AFC representative.

## October 19 meeting planning

The AFC Liaisons have been invited to our next meeting (10/19) and it will be held in Alkek 105 at 2:00. Seeking input on the meeting format.

- Conroy will request an updated adjunct faculty list in preparation for 10/19 meeting

### Proposed meeting format

- Introduction
- Review the purpose of the committee and clarify any confusion regarding the committee’s purpose.
- Faculty liaison introductions.
  - Poll liaisons for their departments’ goals for the committee.
- Introduce projects the committee is currently working on and identify opportunities for others to contribute.
  - Teaching award policy (Proff)
  - Merit policy and discussion on how merit decisions are made in departments (Dorman)
  - Adjunct faculty committee webpage and liaisons’ ideas for content (Webb)
- Departmental policies for adjunct faculty collection (Conroy)

Meeting was adjourned at 3:10.

\*New Business discussion item, Dorman

I believe that an area of great concern to many adjunct faculty, and one that we might be able to make progress in crafting some University wide policy, or at least recommended best practice, is in the area of performance evaluation weighting. Below is a copy of the mathematics department’s new MPT policy where non tenure track faculty can request to have their weights changed. I would like to propose a discussion of this topic at the next adjunct faculty meeting.

## Department of Mathematics P&P MPT Review

### 1.1 Determination of Weighting Phase

1.1.1 Faculty are evaluated in three areas: teaching, research, and service. Normally, teaching and research will each be weighted 40% and service will be weighted 20% when calculating merit raises based on points earned in each category. However, circumstances may arise under which tenured faculty or faculty not on the tenure-track may request alternate weightings be given to the three areas of evaluation. Faculty wishing to be considered for an alternate weighting system should request a meeting with the chair to discuss their desired changes. Any agreed upon changes will not be effective until after the next review cycle. Exceptions can be made in special circumstances, such as when a faculty member's teaching load changes between the Spring and Fall semesters during one calendar year. Alterations within the current review cycle cannot be requested as a means of retrospectively improving merit and performance results. Any weightings are subject to the following guidelines:

1.1.1.1 Tenure-track faculty must maintain a 40-40-20 weighting until tenure is achieved.

1.1.1.2 Research:

1.1.1.2.1 Lecturers who are hired into positions that do not have any research requirements, may request a research weighting of less than 40%, with a 10% lower bound. Research and scholarly activity expectations for a 10% weighting can be met by staying current in the field.

1.1.1.2.2 Tenured faculty must have a research weighting no lower than 20%. Faculty receiving more than 3 workload credits for research must have a research weighting no lower than 40%.

1.1.1.3 Teaching:

1.1.1.3.1 Faculty teaching 3 or more courses or teaching two courses if at least one is a doctoral course must have a teaching weighting no lower than 40%. In no case should any faculty member's teaching weighting be less than 25%.

1.1.1.3.2 Faculty teaching more than 3 undergraduate courses may request a teaching weighting greater than 40%.

1.1.1.4 Service

1.1.1.4.1 Faculty members at the rank of Senior Lecturer and above must have a service weighting no less than 20%.

1.1.1.4.2 The maximum weighting for service is 40%.

## ADJUNCT FACULTY COMMITTEE

Minutes for 10/19/2012  
Alkek 105, 2:00 – 4:00

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AFC members and liaisons present: Conroy, Banta, Betros, Dorman, Eaton, Ellis-Lai, Huebner, Lannon, McVey, Nolan, Okere, Proff, Stewart, Webb

Meeting called to order at 2:00.

### I. Mission and Function of the Adjunct Faculty Committee

The AFC mission and function, as well the committee roster of members and minutes from past meetings, are included on the committee's webpage:  
[www.txstate.edu/facultysenate/committees/adjunct.html](http://www.txstate.edu/facultysenate/committees/adjunct.html)

The mission and function of the committee and the communication network were reviewed. Each college has a TRACS site, and within each college TRACS site, a group can be established for each department. Each college TRACS site should be updated with the Fall 12 faculty list.

All representatives are asked to please verify the adjunct faculty list for your department and make sure it is accurate. The spreadsheet is posted on the AFC TRACS site. Report changes directly to Valerie Anderson. [Note from Valerie Anderson on the spreadsheet: "The spreadsheet is in an excel workbook that has a tab for each college. Each college's list is sorted by department ("Unit"). Since the list is pulled from the Human Resources database, it includes a number of people who don't fall under the AFC definition of adjunct faculty, so each department's representative will need to verify that the list is accurate. Conversely, if a staff member is also teaching, they'll be listed in the database by their staff title, thus won't be pulled in the query.]

The question was posed of whether staff members who teach US1100 have concerns, should direct concerns to the AFC. Following discussion, it was determined that if it is a staff-related concern then it should be brought to the Staff Council, and if it is a faculty-related concern then it should be voiced to the Senate via the AFC.

Conroy will contact Pam Wuestenberg for a list of US1100 instructors to ensure that all instructors are included on the adjunct faculty committee communications.

### II. Safety discussion (see attachment)

#### Informational items

- Representatives were informed of an initiative on campus to equip classrooms to lock from the inside to keep out potential threats.
- Representatives were encouraged to consult the website:  
<http://www.fss.txstate.edu/ehsrn/about/alerthorn.html>  
to review the emergency alert system signals.
- And also to subscribe to the RAVE website:  
<http://www.emergencyinfo.txstate.edu/TxStateRAVE.html>  
to register for the emergency notification system.

#### Committee comments

- It was suggested that the above websites and other safety information be added to the adjunct faculty committee website.
- The development of an online safety-training module for faculty was suggested

- There was a request to have the University identify areas that are considered safe or unsafe during an emergency.
- Another request was to have shades added to faculty office doors so that in the event of an emergency, a threatening individual could not easily see into offices.

### III. AFC projects in process

#### Collection of departmental policies governing adjunct faculty (Conroy)

AFC representatives were asked to review the list of departments that have submitted policies. If your department is not listed as having sent the written policies, please make sure that they are sent to Valerie Anderson. (VA10).

#### Part-time faculty teaching award

Report from subcommittee (Proff)

Proff described the part-time faculty teaching award that is under development. The guidelines and rubric will come back to the committee for discussion before being submitted to the Faculty Senate.

#### Adjunct faculty committee webpage (Webb)

Current content suggestions:

Service opportunities, HR benefits, parking policy, FAQ, an annual report of adjunct faculty accomplishments, a listing of resources available to adjunct faculty

Send any suggestions to Britney Webb (BW27), and completed content to Jana Proff (JH95)

### IV. Requests from administration for input

#### Faculty Development opportunities for adjunct faculty

It was noted that the scheduling of some of the faculty development offerings makes them difficult to attend. Could some of the faculty development courses have webcasts or connect sessions so that they can be recorded?

#### Tobacco policy enforcement

The administration has asked faculty what level of enforcement of the no tobacco policy is appropriate. The committee discussed either UPD or self-funded citation officers, not the faculty, are the best way to enforce it. Having a periodic reminder (a humorous or environmental campaign) to bring attention to the policy may also assist with compliance.

### V. New business

#### Concerns submitted to committee members and liaisons

- Webb identified a concern regarding the resources/materials that are available to adjunct faculty.
- Math has developed a policy to have all adjunct faculty paired with a mentor. Mentors serve as a resource for common issues (ie. supplies/copying/textbooks) and perform evaluations of mentees. Discussion including how different departments handle mentoring and dissemination of resources/information followed.
- Ellis-Lai is creating a series of workshops for English Department adjunct faculty.

Adjunct faculty research requirements across departments and course releases for research were discussed. If departments don't have a research requirement for adjunct faculty, then course releases may not be realistic. Course releases are a departmental issue and concerns about course releases for research should be addressed at the department level.

A concern was voiced that adjunct faculty are not eligible for the Research Enhancement Program Grants. The REP application guidelines state that, "Non-tenure track faculty must hold the rank of Senior Lecturers and may only apply as co-investigators with tenured or tenure track faculty."

Nolan conveyed a concern about the lack of advancement opportunities for long-term adjunct faculty whose emphasis is teaching. It was suggested that an Assistant Professor of Practice title, or the Clinical Faculty policy might be potential options.

Information brochures on the employees assistance program, Bobcat Balance, were distributed. All benefits-eligible faculty/staff/family members/and benefits-eligible graduate students have access to Bobcat Balance. There is a range of resources available and current funding lasts through August 2013. Please notify adjunct faculty of this program. Rosanne Mandziuk (RM07), Chair of the Work Life Advisory Council, and Rose Trevino (RT24), Work Life Coordinator are the contacts for more EAP information. The link to Bobcat Balance <http://www.worklife.txstate.edu/> should be added to the adjunct faculty website.

There will be a webcast offered by Academic Impressions titled Supporting Adjunct Faculty broadcast on Feb. 6, 1:00 – 2:30 EST. Information is available at: [academicimpressions.com](http://academicimpressions.com). Please reference this site to determine if you support a AFC request that the university purchase the DVD or online streaming version of DVD.

Mora reported that raising the minimum salary for reduced parking from 25K to 35K would affect 483 staff and 67 faculty. Debra Feakes is identifying if department chairs are required to pay per-course faculty parking.

Next meeting November 16, 2-4 PM, JCK 880

Meeting adjourned at 4:00.

Attachment: Safety presentation notes compiled by Dr. Mary Ellen Cavitt, Faculty Senator and member of the University Safety Committee.

# University Safety

*Dr. Mary Ellen Cavitt*

*Faculty Senator & Representative from University Safety Committee*

*MC58@txstate.edu*

Please have a discussion with your faculty about the following safety issues:

- TXState RAVE Mobile is an emergency notification system that allows for texting to be sent directly to your cellular phone: <http://www.emergencyinfo.txstate.edu/TxStateRAVE.html>
- Campus emergency notification methods may include: alarms, flashing lights, sirens/bells, text messages, public address system (<http://www.fss.txstate.edu/ehsrn/about/alerthorn.html>)
- Emergency Alert Horn – STAY IN THE SAFE ZONE IN THE BUILDING
- Safe Zone in Your Building – center of building, free of windows, lower floor or stairwell, restrooms, classrooms with no windows, hallways. Where is this for you?
- Active Shooter – lock yourself and students in safe zone, classroom or office
- Evacuation – in case of fire or gas leak, evacuate the building immediately.
  - When evacuating the building, use stairs, not the elevator.
  - Go to designated assembly point (200 feet from building). Where is this for your department?
- Evacuating individuals with physical disabilities
  - Inform public safety of any special needs in advance
  - Designate buddies who will help **or** call 911
  
- In medical emergency: survey scene for hazards, check victim, call 911
- When calling 911 - *Know your actual street address (not just 601 University Drive)*. All buildings have the street address on the sign in front of the building.
- Do not hang up, stay on phone with EMS dispatcher
  
- Reporting an Injury
  - Your responsibility is to report injury within 24 hours
  - Notify EHS Specialist (EHS=Environmental Health Safety)
- Know the designated Safety Officer for your building. Is there a Building Monitor after 5:00?
- Does your building need Additional Safety officers?
  
- Smoking is prohibited on all university property. Please set a good example for the students.
  
- Student Concerns
  - Emergency? Call 911
  - Non-Emergency? P.A.W.S. Alert System or Counseling Center
  - P.A.W.S. = Positive Action with Students. This web-based reporting system allows faculty and staff to refer students because of academic, career, personal, social, physical and/or emotional challenges
  
- This presentation does not address every type of emergency or concern. Please visit the following website for additional information about safety at Texas State University: <http://www.fss.txstate.edu/ehsrn/about/procedure.html>.

## ADJUNCT FACULTY COMMITTEE

Minutes for 11/16/2012

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AFC Members Present: Keefe, Ligon, Campbell, Eaton, Okere, Proff, Huebner, Ellis-Lai, Dorman, Banta, Betros

Guest: Debra Feakes

Minutes recorded by Okere

Meeting called to order at 2:02PM

- I. Minutes from the 10/19 meeting were unanimously approved.
- II. Adjunct Faculty Departmental Policies

A handout listing adjunct faculty departmental policies that have been received was circulated.
- III. AFC projects in process
  - a. Part-time faculty teaching award

From Faculty Records: there are 469 part-time faculty for Fall 2012

College level vs. university level awards

College level awards would eliminate the need for a university review group, and reduce the ‘apples to oranges’ comparisons between faculty in vastly different disciplines

At the College level, one concern is equity because some colleges have many more part-time faculty than others.

Feakes: The Faculty Senate recommended one award for each college.

The committee discussed the College level vs. University level awards and recommended to the AF Teaching Awards Committee that we request one award for each college as well as a recognition (not a monetary award) at the presidential level to be acknowledged at the Fall Convocation.
  - b. Adjunct faculty committee webpage

Discussion of how to move forward with content suggestions (service opportunities, HR benefits, parking policy, FAQ, an annual report of adjunct faculty accomplishments, safety procedures link). Assign to individuals or a group?

Proff: Proff will be manager of the website, however, the committee needs to identify an owner of the site. Feakes suggested Valerie Anderson serve as the owner. Drafts of content should be submitted to Brittany Webb. New additions to the website should go through the committee to ensure that it is appropriate for website. Feakes suggested developing criteria to determine which submissions are appropriate for the website. Once content is determined to be appropriate for the website, the original author is responsible for getting the final draft approved prior to Proff posting it to the website
  - c. Adjunct Faculty Development Leave counter proposal
    - In lieu of a Development Leave, an adjunct faculty course release award for research projects and curriculum development/teaching improvement projects
    - University-wide, ten one course releases to be awarded annually, five in each long semester [Approx. \$40,000 total]
    - Eligibility: Full-time Lectures and Senior Lecturers with at least eight semesters of a Texas State teaching appointment at 50% or more FTE
    - Proposals will be reviewed, and scored by the elected Senators and Senate Liaisons from each college. Recommendations will be forwarded to the Senate for approval.
    - Post-award report due to Provost and Dean
    - Awardees may reapply four or more years after their award semester
    - Hubener: A concern with a single course release is that a faculty member would still have to be on campus if they teach more than one course. This would limit a faculty member’s ability to complete off campus projects.



- Feakes: The committee should consider building the option of multiple course releases into the policy. The policy should include statements identifying commitments for both the faculty member and the University upon completion of the course release.
- The Committee discussed the possibility of requesting more awards to accommodate faculty members requesting more than one course release. The Committee will identify a person to head up this task force at a future meeting. Campbell, Keefe, and Okere are interested in serving on the task force.
- Okere: The eligibility lists full time Lecturers and Senior Lecturers. Could this be expanded to include Clinical Associate and Clinical Assistant Professors? The Committee discussed that they should be included and the policy to be drafted should reflect their inclusion.

### III. Follow-up on 10/19 meeting item

#### Adjunct Faculty roster and communication system additions

US 1100, reply from Pam Wuestenberg:

If an instructor is an adjunct in their department, then they are already counted in your survey. If they are a PACE advisor (or any other advisor on campus) – or student affairs staff, they typically have a full time job with the university and they teach US 1100 as an out-of-load assignment.

We have 170 instructors that may/may not be adjunct faculty. We have 6 instructors who only teach US 1100 and they are:

Chloe Carson	Mike Miller
Jay Hiebert	Monorith Ly
Dana Holmes	Michelle Lopez

RTA to clarify who does/does not have departmental representation and how these instructors would become eligible for the college level teaching awards.

### IV. Old business

#### a. Committee title (History Dept. Liaison, Deirdre Lannon)

I would like to propose that finding an acceptable name for this section of faculty be a priority. I think the dialogue will be much more meaningful, and the work of the committee will be more valuable if the name didn't imply marginal participation, or a lesser status.

The University of Washington, among others, uses the terminology "Ladder" and "Non-Ladder."

Ladder Faculty – Comprises 3 main categories: tenured, untenured, and without tenure. Tenured faculty include associate professors and professors; untenured faculty include assistant professors and acting assistant professors who are eligible for tenure; and without tenure faculty include assistant professors, associate professors, and professors who, due to funding, are not eligible for tenure.

Non-ladder Faculty – Includes the following positions: full-time lecturer, senior full-time lecturer, teaching associate, part-time senior lecturer, principal lecturer, artist in residence, and part-time lecturer.

The Committee discussed the following proposed committee names: affiliate/affiliated, associated, collaborative, non-tenure track, instructional, and contingent Faculty Committee. Committee members are asked to poll their colleges to determine which of these proposed names are preferred and/or for additional suggestions. The Committee requested Conroy ask to speak with Cynthia Opheim/other University administrators to discuss the name of committee.

#### b. Parking

Current policy:

- Only per course faculty and adjuncts appointed at 50% FTE or less are eligible to be compensated for parking permit fees. This compensation is at the department level however Department Chairs are not REQUIRED to pay for parking.
- Faculty with a nine or twelve month contract whose salary is below \$25,000 are eligible to purchase a reduced fee permit. The committee should determine how long 25K has been the limit and if it is appropriate to request the limit be raised.

Proposal to discuss

All faculty salaried at less than \$10,000 per semester (no contract stipulation) should be eligible for reimbursement of the reduced parking permit fee. The Committee will determine the number of people who would fall in this category once the salary data are released. The Committee should also determine how many people are asking Department Chairs for reimbursement. The Committee requested Conroy invite Mr. Richmond, Director of Transportation Services, to present the rationale for reduced parking permit fees.

V. New Business

a. PPS 7.14, Hiring and Use of Temporary, Non Continuing Faculty

This policy is up for review in February 2013. Please review the policy for a discussion at our January meeting of the policy and revisions the committee might want to propose.

The Committee did not have any additional new business.

b. Spring meeting dates, 2:00-4:00

January 25

February 15

March 22 (MC at conference, WD chairs?)

April 26

Meeting Adjourned 3:35 PM

## ADJUNCT FACULTY COMMITTEE

DRAFT Minutes for 1/25/2013

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AFC Members Present: Conroy, Ross, Ligon, Campbell, Eaton, Okere, Proff, Mora, Dorman, Banta, Eixmann

Minutes recorded by Okere

Meeting called to order at 2:00 PM

### I. Information items

Senate elections: There will be seven seats open in the upcoming Faculty Senate elections. Dr. Barbara Melzer, Chair of the Faculty Senate, is on medical leave and Michel Conroy will be serving as Interim Chair.

This semester's goal for the Adjunct Faculty Committee is to make significant progress on the committee's current initiatives.

### II. AFC projects in process

#### Collection of departmental policies governing adjunct faculty

Valerie Anderson has designed a sub-page to the AFC page on the senate site and will activate it with the policies received to date. Conroy circulated a list of Departments that have submitted their policies.

#### Part-time faculty teaching award

Report from subcommittee. The proposal will be for college level awards. A university level award may be explored in the future. The number of faculty only associated with the Honors College and the University College needs to be identified to determine how awards for those Colleges will be handled. Potential nomination review bodies were discussed and included 1) College Councils, 2) College Senators, 3) AFC members and liaisons. (There are currently 6 part-time committee liaisons.) The committee discussed the materials that should be submitted for nomination packets:

1. Course syllabus and other materials for a selected course
2. Narrative describing the selected course stating objectives and goals
3. CV highlighting teaching accomplishments (ie. teaching awards, honors)
4. Comments from students in that course were also suggested

The subcommittee's goal is to have a written policy draft to present at the next AFC meeting. Ligon will work with the subcommittee to develop an award rubric.

#### Course release for teaching improvement or research for full-time Lecturers

Task force report. Eaton will join this group. The committee discussed eligibility requirements. Changes made to the proposal (see 11/16 minutes) include:

- University-wide, 14 proposals will be selected annually, 7 in each long semester. A faculty member can apply for release from 1-4 courses.
- Eligibility: Clinical faculty, full-time Lecturers and Senior Lecturers with at least 8 long semesters of a Texas State teaching appointment, (not necessarily consecutive) at 50% or more FTE.
- Post-award report due to the Provost via Dean and Chair.

The committee discussed the course release proposal requirements. The proposal requirements will be modeled after the Faculty Developmental Leave proposal, and should include:

1. Project narrative (2 pages)
2. CV
3. Abstract (approximately 100 words)
4. Most recent release time report if applicable

The course release report should include:

1. Project abstract
2. A summary of release time accomplishments and outcomes

This project summary should also be presented to the faculty member's department.

The subcommittee will draft a proposal by the next meeting. The draft proposal should include reference to PPS 7.14 #5 to highlight how this program will fulfill the university's goal of recognizing "that temporary, non-continuing faculty benefit the university, department, and students."

#### Adjunct faculty committee webpage

Assign members to write up current content suggestions:

Service opportunities, HR benefits, parking policy, FAQ, an annual report of adjunct faculty accomplishments, a listing of resources available to adjunct faculty

Send completed content to Jana Proff (JH95)

Content should be drafted and submitted to the committee for approval. Campbell will draft suggestions for writing up and submitting content. Mora will lead development of links/list of resources for currently identified content suggestions (see above). Faculty accomplishments for the current year will be posted to the AFC website; accomplishments from previous years will be archived. Department liaisons will be charged with soliciting highlights from their departments. Conroy will contact liaisons to solicit information.

#### PPS 7.14 review

In section #4 the AFC suggested that the last sentence read: If it is determined by the personnel committee that there is excessive use of temporary part-time faculty, department chairs and deans should petition the Provost for additional full-time positions. Conroy will present this suggestion to the Faculty Senate.

#### Committee Name

PPS 7.22 was reviewed to examine how the University defines adjunct faculty. The committee recommended adding a link to this PPS on the AFC webpage to assist appropriate faculty members with recognizing themselves as adjunct faculty members.

#### Parking

RTA for a future meeting

Next Meeting: Friday, February 15, 2013. All committee assignments are due at this time.

Meeting adjourned 4:05 PM

## ADJUNCT FACULTY COMMITTEE

Minutes for February 15, 2013

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AFC Members Present: Conroy, Banta, Campbell, Dorman, Eaton, Eixmann, Ellis-Lai, Keefe, Mora, Okere, Proff, Webb

Minutes recorded by Okere

Meeting called to order at 2:03 PM

- I. January 25 minutes. Minutes were approved.
- II. Announcements – Conroy: The faculty salary data have been posted on the Faculty Senate website.
- III. Old Business

A. Part-time faculty teaching award

Report from subcommittee, discussion, and finalization of proposal

Proff distributed copies of the part time teaching award proposal and scoring rubric draft. The document was reviewed and discussed at length, recommendations for changes to the document were provided by the committee, and the document was approved pending changes. The proposal will be presented to the Council of Academic Deans on Feb. 20 at the joint CAD/Faculty Senate meeting.

B. Development Release for teaching improvement or scholarly/creative activity for full-time Lecturers

Report from subcommittee, discussion, and finalization of proposal

Conroy distributed copies of the developmental release proposal and scoring rubric draft. The document was reviewed and discussed, recommendations for changes to the document were provided by the committee, and the document was approved pending changes. The proposal will be presented to the Council of Academic Deans on Feb. 20 at the joint CAD/Faculty Senate meeting.

C. Adjunct faculty committee webpage

Update: This item was tabled for the March meeting.

D. Parking

Report on proposed parking fee increases

Conroy distributed this report and discussion was tabled for the March meeting.

111. New Business

An adjunct faculty member asked if the AFC was working to provide an average of adjunct faculty salaries, but this is not a task the AFC has undertaken. It is unclear what benefit there would be in knowing this figure.

An adjunct faculty member requested that there be clearer policies on faculty promotion from lecturer to senior lecturer. The AFC discussed that the department policies are posted on the AFC website and the AFC hopes to be examining those policies in the future. This item will be tabled for a future meeting.

One member asked ‘which committees can adjunct faculty serve on?’ Mora distributed a list of service opportunities for faculty members and will identify those open to adjunct faculty for the March meeting.

One member pointed out that the Patient Protection and Affordable Care Act law has the potential to impact adjunct faculty. [<http://chronicle.com/article/IRS-Says-Colleges-Must-Be/136523/>] and [<https://www.federalregister.gov/articles/2013/01/02/2012-31269/shared-responsibility-for-employers-regarding-health-coverage#h-36>] ] The adjunct related material is in section II.B.4

The AFC asked that VPFSS Bill Nance be invited to a future meeting to discuss the details of this law and how it may impact Texas State adjunct faculty.

Next meeting: Friday March 22, 2013.

Meeting adjourned 4:15 PM

## ADJUNCT FACULTY COMMITTEE

Minutes for March 22, 2013

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AFC Members Present: Dorman, Ellis-Lai, Eixmann, Huebner, Mora, Nolan, Okere, Ross, Stewart, Wilburn

Guest: Wilson (representing the Faculty Senate)

Meeting conducted by Dorman

Minutes recorded by Okere

Meeting called to order at 2:02 PM

I. Approval of February 10 meeting minutes

Minutes were approved. One member indicated that she is not receiving the initial draft of the minutes that are sent out via email for review prior to the subsequent committee meeting. In consultation with Valerie Anderson, it was determined that the initial draft of the minutes is sent out via email only to those who attended the meeting. Once the meeting minutes are approved, they are posted for all committee members to access.

II. Old Business

A. Part-Time Faculty Teaching Award

Revision requested by Dean Brown for University College part-time instructors. The Part-Time Faculty Teaching Award subcommittee suggested that nominations for the award from the University College be routed through the College of Applied Arts due to the relatively low number of part-time faculty in both Colleges. The AFC supported this recommendation and further recommended that nominations from the Honors College also be routed through the College of Applied Arts.

B. Development Release for full-time Lecturers (Okere)

Revisions requested by the Assoc. Provost (PPS format) and addition of Deans to review cycle. Conroy presented the Developmental Release proposal at the joint meeting of the Faculty Senate and Council of Academic Deans. The proposal was well received but several edits were requested. The Deans requested that they be included into the proposal review process. It was also requested that the proposal be drafted in PPS format. Okere will address these two items and forward revisions to Conroy.

C. Adjunct Faculty Committee webpage

Format for submissions of adjunct faculty accomplishments (Webb)

Dorman distributed a draft of the proposed submission format. The AFC discussed the pros/cons of short (a few sentences) and long (paragraph/page) submissions with respect to the impact on the likelihood of faculty making submissions, and the likelihood of viewers reading them. No final decision was made. Last semester, the AFC received permission to establish a link Adjunct Faculty on the University's homepage, under Faculty and Staff (in addition to the AFC link under the Faculty Senate page). A link in this location will be a more intuitive location for Adjunct Faculty information access, and would allow for multiple pathways to access the AFC webpage.

Service opportunities for adjunct faculty (Mora)

Mora will send list of service opportunities to Proff to post on website, and Mora also will post this list on the AFC TRACS site.

### III. New Business

#### A. AFC Interest Survey

Suggestions for members, alternates and liaisons to replace those with terms expiring  
Dorman: The Faculty Senate asked the AFC to suggest adjunct faculty to replace all expiring terms. The AFC will request clarification from Conroy if terms end in May or December. The AFC will make recommendations to replace all expiring spots for this term by the April meeting. Stewart will draft an informational flyer indicating the committee's undertakings and duties, and time/dates of meetings. Committee members may choose to use this flyer to verify the interest of potential replacement candidates.

AFC members expressed concern that there is low liaison participation. The AFC discussed that regular meetings with College liaisons are recommended to increase participation.

The AFC recognized that the College of Applied Arts has not regularly been represented at AFC meetings. The AFC will make a recommendation to the Faculty Senate that the College of Applied Arts members be replaced with the Applied Arts alternates.

#### B. Texas Council of Faculty Senates Contingent Faculty Survey

Dorman: Distributed the results of this survey. Members reviewed and briefly discussed the survey results, and acknowledged that Texas State did not participate in the survey.

#### C. Other

One member presented a constituent's concern that they believe adjunct faculty should be called contingent faculty instead of adjunct faculty. The AFC indicated that this topic has been previously discussed and addressed, and that the committee's title is in line with the University's definition in PPS 7.22.

One member presented a constituent's concern regarding the salary cut-off for a reduced parking rate. The AFC discussed that this topic will be deferred to a future meeting, after the Director of Transportation Services position is filled.

One member presented a constituent's idea concerning phased/modified retirement for Senior Lecturers. This topic was deferred to a future meeting, after more information regarding the concern can be obtained from the constituent.

Meeting adjourned at 3:35 PM



## ADJUNCT FACULTY COMMITTEE

Meeting minutes for April 26, 2013

JCK 880, 2:00 – 4:00

Recorded by Proff

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Attending: Campbell, Conroy, Eaton, Eixman, Ellis-Lai, Mora, McVey, Proff, Ross, Webb

I. March 22 meeting minutes were approved.

II. Information Items

Conroy informed all about the open Registrar position and the hiring of the Graduate Dean and Transportation Services Director. As an auxiliary service, parking now has to be self-funded through fees and tickets. Because the university no longer subsidizes parking, there will be less input from faculty/staff on fees and other policies. A question was raised about whether or not those with handicap parking permits need a Texas State permit to be able to use university handicap spots. Conroy will inquire.

[Only persons displaying a state-issued disabled person license plate or hanging tag can use the designated disabled parking spaces. All student, faculty and staff must also display a valid Texas State permit in addition to the disabled person plate or hanging tag. If all the disabled spaces are full, any legal space can be used with the exception of reserved spaces such as visitor, hall director, and service/delivery spaces.]

III. Old Business

A. Update on AFC proposals submitted to the Provost via the Assoc. Provost

Associate Provost Cynthia Opheim reported to the Faculty Senate that both proposals were well prepared and the Deans were supportive at the CAD meeting this week. For the workload release proposal, she suggested mitigating the funding of the program by the Provost. Thus, departments will be asked to absorb the load of faculty on release, and if the department is unable to do so, then the Chair will consult with the Dean to develop a funding plan. The Dean may request supplemental funding from the Provost only in exceptional circumstances.

B. Adjunct faculty webpage (Proff)

Proff gave a preview of current website organization and asked for submissions and feedback. Conroy is to compose a homepage narrative introducing the definition of adjunct faculty and the mission of the site. Mora is narrowing the service opportunities list to include only those who are open to non-tenure track faculty and will send an electronic version of the list with any active links/contact persons available. A library research grant link will be added to the Resources. Campbell will begin a FAQs compilation. When link is live, members are encouraged to send the link to the liaisons to encourage communication

For the adjunct faculty accomplishments, the AFC members and liaisons will collect and forward listings from their departments vetted and edited according to specifications distributed by Conroy via email (appropriate length of narrative, photos, and any links will be vetted before forwarding to Proff). Proff was commended for her work to construct the site and to get up and running.

C. Committee group photo

All agreed that a picture of the AFC members together should be posted to the AFC page. [Valerie will schedule a photo shoot with the university photographer for early next semester.]

D. AFC Interest Survey

Discussed recommendations for all open AFC positions, which will be forwarded to the Faculty Senate.

### III. New Business

- A. The suggestion from the Committee on Committees to add a Library representative to AFC was endorsed. [

- B. Committee Assessment Reflection

Discussed the committee's successes over the past year and goals for next year. Strengths and successes included developing two strong proposals to benefit adjunct faculty, development of an adjunct website, and increased communication and collaboration between colleges with an increasing momentum of involvement.

Identified weaknesses in communication with liaisons and set goal to increase communication next year: suggested more face-to-face interaction with liaisons by members, inviting liaisons to participate in specific meetings and requiring participation in at least one meeting per semester, and asking for time on the college-level convocation meeting agenda to make key announcements. Also recommended email communication with more structure and specific information about the response required with an alert about how to follow-up. A "changing of the guard" face-to-face mentoring was also recommended for those leaving AFC membership posts to prepare the incoming members.

Additional goals for next year included: looking through the Departmental/School P&Ps submitted (specifically for items related to advancement/promotion and how adjunct faculty are evaluated across the university) and to continue to try to obtain a voice in parking fees and other matters of concern to adjunct faculty.

**In the second to the last paragraph, you might also add that there should be some kind of orientation (or orienting document) for new -- and returning -- AFC members. We talked about how it will be good for the whole committee to be on the same page when we start up again in the fall.**