

09/05/14 Minutes – Adjunct Faculty Committee Meeting

Attending: S. Bishop, L. Cogswell, W. David, Y. Eixman, D. Eure, D. Feakes, S. Holz, M. Lemke, A. Marks, A. Meeks, B. Mehta, A. Meyer, K. Newling, S. Okere, J. Osterich, E. Russell, K. Salzmann, V. Sriraman, B. Webb, E. Zarria

1. Adjunct Faculty Orientation – Follow up

- 3 orientation sessions: Tuesday a.m., Tuesday p.m., Wednesday a.m.
- Jumpdrives were distributed to participants
- Approximately 40% participation
 - Could be improved through direct contact with new adjuncts rather than relying solely on departmental channels
- Will be repeated in January before spring semester
- Debra Feakes presented participant feedback results
 - Feedback was positive
- Ideas for fine-tuning – if you have more, send them to Debra Feakes
 - Less overlap with general orientation
 - Record orientation video snippets in-house
 - Include information about Bobcat Bobbies, link for campus computer labs, link for Dean of Students on jumpdrives
 - Let participants introduce themselves to facilitate community with others
 - Break up presentations into units with Q&A after each
 - Eventually transfer responsibility to Faculty Records to help with budgeting

2. Election of new officers / positions

- Vice chair: Suzy Okere
- Secretary: Emily Zarria
- Website Manager: Maureen Lemke

3. Priorities for 2014-2015

- What does the ideal career ladder for adjunct faculty look like? (Titles, job responsibilities, promotion, merit, job security, shared governance, *etc.*)
 - Half of the faculty at Texas State is classified as adjunct
 - 150+ of adjuncts have been at the University 10+ years
 - There used to be tenured “Instructors” here before (Senior) Lecturers
 - Are there contract standards for adjuncts?
 - Send copies of contracts to Debra Feakes
 - University policies concerning the title of “Lecturer” vs. “Senior Lecturer”

- PPS 7.01 includes faculty definitions, including “Clinical” and “Professor of Practice”
- Investigating the parity of policies applied to adjunct faculty across campus
 - Ties into the career ladder issue
 - Currently seems quite subjective
 - University-wide policy for evaluation/assessment of adjuncts
 - Possibility of a stand-alone document offering flexibility for different departments
 - Expectations should be clear and up-front
 - Who is doing the assessment?
 - Adjuncts vs. Tenure-track in terms of representation on evaluation committees
 - Graduate students as TAs/Instructors
 - Merit pay: how? why?
 - Separate pools of money for adjunct vs. tenure-track to ensure fairness
 - Different practices across departments
 - Parcels of cash (better for lower salaries)
 - Percentage of salary (better for higher salaries)
 - Merit point multiples
 - Money available is divided by number of merit points earned by all departmental faculty, then each person receives money equal to that dollar amount multiplied by the number of personal merit points earned
 - Ideas for moving forward:
 - Look at current PPS for evaluation of all faculty
 - Request merit information from departments/schools
 - Poll lecturers on fairness, including open-ended questions on how best to approach assessment and merit
- Revisiting the “Best Practices” and focus on moving these practices into university-wide PPS
 - Build the lecturer community and solidarity within departments
 - Designations:
 - “adjunct” vs. “non-tenure-track” vs. “part-time”
 - Are “adjuncts” part of the departmental team or not?
 - We are different from tenure-track faculty but should still be treated fairly
- Creation of subcommittees to address each goal
 - E. Russell and A. Meyer both volunteered for the Best Practices subcommittee

- V. Sriraman will send out an email requesting each member's subcommittee preference

4. New business

- Adjunct Workload Release
 - Full members cannot apply, but liaisons can
 - Question about members vs. liaisons:
 - Note from A. Marks: *The committee member is the official appointed member of the committee by the Faculty Senate to represent the College they represent. The liaison is connected to a school within a particular college who serves on the committee because the school they are from has a particularly large number of adjunct faculty and thus there was a feeling that an additional representative was needed to facilitate communication and for better understanding of adjunct issues within a large pool of adjunct faculty. This is why a liaison is allowed to apply for the development release program because they are ex-official members of the committee.*
 - Problem with a Workload Release recipient's chair "going back" on the arrangement
 - Recipient requested anonymity
 - Original PPS was based on tenure track, but they are fundamentally different
 - Draft new PPS in line with best practices
- Future meeting dates
 - First Friday of each month:
 - October 3, 2014, 1:00-3:00 p.m., JCK 880
 - November 7, 2014, 1:00-3:00 p.m., JCK 880
 - December 5, 2014, 1:00-3:00 p.m., JCK 880

5. Adjournment

10/03/14 Minutes – Adjunct Faculty Committee Meeting

Attending:

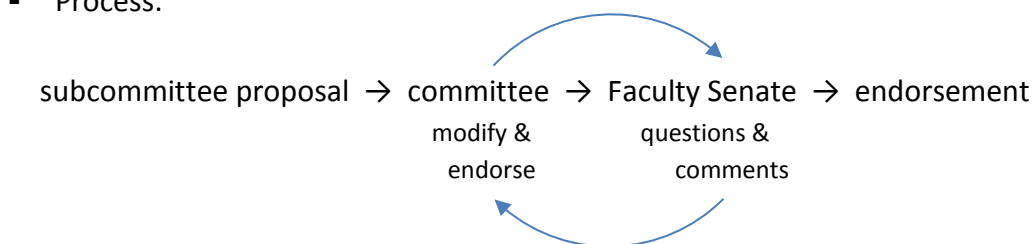
G. Betros	Y. Eixmann	S. Holtz	A. Meyer	B. Spencer
S. Bishop	D. Eure	B. Johnson	S. Mora	V. Sriraman
L. Cogswell	D. Feakes	A. Marks	D. Nolan	S. Stewart
W. David	P. Gibson	A. Meeks	J. Oestreich	R. Wendel
S. Duffy	S. Hartung-Ishii	B. Mehta	S. Okere	E. Zarria

Meeting called to order by V. Sriraman at 1:02 p.m.

1. Presidential Fellow Input – D. Feakes

- ❖ “Adjunct Faculty Dialogues” will be held October 16, 2014, at 3:00 p.m. in JCK 880 and November 21, 2014, at 2:00 p.m. in T-M 105
 - An email announcement was sent to the Faculty Records list. The email included a definition of “adjunct” so people would know if/why they were included.
 - Mostly positive comments/feedback
 - One question raised: What about Round Rock?
 - Another dialogue was set up for Thursday, November 6, 2014, at 3:00
 - D. Feakes will attend
 - A targeted email to RR adjuncts will be sent
 - Please advertise the dialogues. More input is better.
 - It’s a drop in and chat format modeled after the President’s Open Door sessions
- ❖ Data Presentation
 - Faculty Senate data
 - average % raise from the previous year (actual numbers)
 - tenure v. non-tenure: discrepancy not as bad as expected
 - 2% is university allotment
 - 90% of money goes to deans with the option of holding back 10% to distribute at will
 - Adjunct Faculty data
 - 700+ adjunct faculty
 - mostly lecturers (~500) and senior lecturers (~200)
 - How long have they been here?
 - 149 have been at Texas State for 10+ years
 - data reflect title changes, but are based on the most recent hire date (non-consecutive years not accounted for)
 - not broken down by full-/part-time
 - Requested information by D. Feakes

- How many courses per adjunct?
 - Enrollment per class per adjunct?
 - Salary data
- D. Feakes: What information do you want/need that I can get?
- How many adjuncts have been promoted? Are the numbers small or large?
 - Is there a salary difference upon promotion?
 - Who are full-time v. part-time?
 - Salary data will tell % appointment
 - Is there a correlation between time at Texas State and title?
 - Send email with further questions
- Report from D. Feakes about meeting with President Trauth (week of 9/22)
- Merit: concern about the money from the pool going to tenure-track
 - Career ladder: complex issue
 - “Pending funding” language elimination?
 - Language exists in the case of a scenario wherein the legislature cuts the budget by 12% in one year and the university is faced with falling enrollment
 - Has a meeting with Provost on Thursday 10/9
 - Will present data
 - Issue of “tenured instructors”
 - ◆ Used to exist at Texas State, unsure of when the lecturer transition was made
 - ◆ Term “instructor” is used nationwide and is associated with tenure; “lecturer” is not
- V. Sriraman’s question to D. Feakes: Do you have any subcommittee directions or expectations?



- Need separate proposals for separate policies
 - Ensure consistency across subcommittees
- Caution: Change is slow and resisted—baby steps!
 - Immediate policy changes are not going to happen
 - Think about the impact changes will have across groups:
 - ◆ Already existing v. new adjuncts
 - ◆ Salary scale differences

- Timelines—when does D. Feakes need to know our proposals?
- Career ladder is the biggest challenge

2. Career Ladder Subcommittee Update/Plan

- ❖ Leader: D. Nolan
- ❖ Committee clarified their expectations
- ❖ Investigated PPS, regents' guidelines, Faculty Handbook
 - up to component schools to decide, which is not prohibited
- ❖ What would merit tenure at our level?
- ❖ President makes a recommendation, which must be approved by the Board
- ❖ Looking at ladders in general as well
 - All schools/departments are different, some treat adjuncts more poorly
- ❖ Idea of convincing chairs and deans that it's good to be consistent
- ❖ Any minimum requirements to be a senior lecturer?
 - NO
 - may be more likely to have a line in the budget
 - departments have been requested to create a policy...feet dragging
 - not necessarily a salary change, but often a responsibility change
 - temporary (soft) v. line (hard) funding—limits mobility
- ❖ Ladder assumes that money is available
- ❖ A&M ladder system presentation (J. Woolsey)
 - Notice of termination includes a 12-month minimum
- ❖ Budget v. hierarchy
 - Tenure is a combination of both
- ❖ Inclusion/Job security v. money
- ❖ Faculty governance inclusion (personnel committees)
- ❖ V. Sriraman: Avenues
 - Tenure
 - Lecturer to Senior Lecturer (more realistic)
 - Senior Lecturer to tenure (is this even doable?)
 - More money?
 - More job security?
- ❖ Disparity between tenure and non-tenure in prestige and pay, but not in work or responsibilities
- ❖ Lecturer-to-Senior Lecturer transition consistency across university should be 1st goal
- ❖ MA v. PhD v. EDD treatment within departments
- ❖ Ensure that PPS guidelines are enforced across campus
- ❖ Interruptions in employment causing ladder demotions

3. Merit Evaluation PPS Subcommittee Update/Plan

- ❖ Leader: S. Mora
- ❖ Met on 9/29/14. Notes from S. Mora:
 - We reviewed PPS 7.10 and the performance and merit policies for the Departments of Communication Disorders, Mathematics, and Political Science.
 - We agreed that our primary goal will be to recommend modifications (additions) to PPS 7.10 that would provide clear direction to all departments/schools regarding establishing criteria in the areas of teaching, scholarly/creative activities, and service for faculty not eligible for tenure.
 - Andrew and Amy have agreed to review and report at our next meeting on definitions and requirements relative to personnel committees.
 - Sherri will review and report at our next meeting on the language used the PPSs that the AFC have drafted since its inception.
 - Prior to our next meeting we have all agreed to examine the policies of the department of communication disorders, paring them down or generalizing them as a possible model for moving forward.
 - Our next meeting will be Tuesday, Oct. 28 at 3:30 pm in HPB 309.
- ❖ V. Sriraman
 - PPO – personal professional objective(s)
 - laying out relative percentages devoted to teaching, service, & scholarship
 - chair checks it and follows up with you

4. Best Practices for Fostering Development Subcommittee Update/Plan

- ❖ Leader: A. Meyer
- ❖ Have not met as of this meeting
- ❖ Good goal: gather PPS that apply to adjuncts and see if they are applied by departments
- ❖ “Professional Development” for chairs to raise awareness
 - Thumb drive information would be good for this purpose
 - Problem: guidelines allow for departmental modification
- ❖ Scope?
 - Sharing of departmental support and professional development
- ❖ Interweave with merit?

5. Other

- ❖ Outside employment form—what is the scope? Will it negatively affect adjuncts?
 - No—seems to be more about tracking and benefits than “cracking down”

- ❖ January orientation planning
 - Round Rock?
 - Offer evening sessions
- ❖ Course Release awards evaluation
- ❖ Website up, but thumb drive information isn't there
 - could be put on TRACS site as well

6. Adjournment to subcommittees: 2:35 p.m.

11/07/14 Minutes – Adjunct Faculty Committee Meeting

Attending:

G. Betros	D. Eure	B. Johnson	A. Meyer	K. Salzman
S. Bishop	D. Feakes	M. Lemke	D. Nolan	B. Spencer
W. David	P. Gibson	A. Marks	S. Okere	V. Sriraman
Y. Eixmann	S. Holtz	A. Meeks	E. Russell	E. Zarria

Meeting called to order by V. Sriraman at 1:02 p.m., with the plan to address the Meeting Agenda first, then work on the Workload Release applications (AFC members only)

1. Presidential Fellow Input – D. Feakes

- ❖ Two “Adjunct Faculty Dialogues” have been completed
 - Each attended by 8-10 people
 - Concerns similar to the ATC’s were raised by attendees
 - Special concern: Nursing adjuncts required to do scholarly activities despite not having extra time or a workload release
 - Next one is November 21, 2014, at 2:00 p.m. in TMH 105
 - Remind people, resend email to department
 - One dialogue per month is planned for the spring semester

- ❖ Orientation
 - Well-received by both faculty and administration
 - New “problem”: adjuncts better trained than tenure-track
 - January orientation
 - smaller group than in the fall, but all new faculty are invited
 - date: Tuesday, January 13, 2014 at both 9:00 a.m. and 2:00 p.m. (2 hours each)
 - possible locations: Chemistry, Library, or top floor of Old Main
 - Please look at calendars, need 3 volunteer presenters per session
 - benefit of having faculty helping faculty, rather than administrators
 - V. Sriraman: Should we be contacting anyone? Provost?
 - Possible name change for orientation
 - ◆ “Adjunct” misleading and out of step with rest of nation

- ❖ Updates on subcommittee topics
 - Career Ladder
 - President does not like the term “career ladder”
 - doesn’t want it to be time-based, but more criteria-based

- could it be changed so that it “sells” better?
- 17 different titles for adjuncts at TX State, 4 even without definition
- Inconsistent implementation of transition from Lecturer to Sr. Lecturer
- Cleaning up current policies will be a better goal
- Titles may be clear, but transitions are not
 - not consistent across departments
- Positions may be permanent, but not the person
- Some 3-year contracts, some year-to-year
 - Clinical can be up to 5 years
- Happy foundational faculty key to a leading research university
 - concept of “stable cohort”
 - Insecurity leads to lower-quality teaching
- PPS wording is unclear/controversial
 - D. Feakes: changes here are essential and important
 - implementation can be thwarted at departmental level
- Tufts adjunct unionization
 - Not feasible in Texas
 - Made university realize value of non-tenured faculty
- A. Meyer: where to “put” best practices?
 - D. Feakes: Embed them within merit and advancement policies
- Who is “continuing” v. “non-continuing” faculty?
 - Sr. Lecturer = continuing
 - Lecturer & Clinical = non-continuing
 - Create/propose a list of titles for each category
- Full-time v. per-course faculty
 - Is there a difference in terms of evaluation?
 - Those teaching a single semester—evaluated or not?
 - ◆ Suspicion that student evaluations are used as sole metric
- Recommendation: don’t bring all policy changes at once
 - Prioritize those that are past their review cycles
- D. Feakes: Can you get funds for travel? If not from the department, do you know where to go next?

2. Quick updates from subcommittees

❖ Best Practices: A. Meyer

- Ideas in development:
 - Merit evaluation training
 - Research meeting invitations
 - Departmental orientations
 - Respect
 - Raises
 - Online course evaluation and observation
 - Workspace concerns
 - Partial payment for smaller classes
 - Tenured representative for adjunct concerns
 - Larger classes--more pay? count as multiple classes?
 - Clarification of terms
 - Scholarly activities
 - Training stipend
 - Recognition for course development
 - Include in evaluation?

❖ Adjunct Advancement and Promotion: D. Nolan

- Taking “small bites”
- Formalize & standardize transition from Lecturer to Sr. Lecturer across departments
 - Currently depends on department, not on policy
 - History—depends on chair’s discretion
 - Mass Comm—huge review process/checklist
 - Theater & Dance--?
 - Social Work—formal process
 - Sociology—no process
 - Accounting—PPS, very detailed
- Tackle tenure later on, possibly
- How do we delineate the responsibilities of Lecturers v. Sr. Lecturers v. Tenure Track?
- Should we address the demands of outside accreditation and licensing in PPS?
- Important to adjuncts:
 - Equity in workload, pay, & responsibility
 - Secure advancement for those in permanent lines
 - Temporary as well, to a certain extent, especially those with a long history at TX State
 - Minimum expectations at each rank (standardize)

- Highlight how we support research
 - We teach classes so that tenure-track faculty can have workload release
 - Some of us also contribute to research ourselves
- Big bite: Non-tenure-track representatives on personnel committees
 - Possibility of inclusion as a non-voting member?
- Adjunct faculty full, voting representative on Faculty Senate
- ❖ Merit—no report

5. Other

- ❖ V. Sriraman: University Leadership Assembly (formerly University Council)
 - Information disbursement channel for budget/enrollment/legislative updates
 - Invitation to have 2 AFC full-member representatives at meetings
 - Email volunteers or nominations to V. Sriraman by next Wednesday (11/12/14)
 - 3-year appointment
 - Meets Thursdays at 2:00 p.m.

6. Adjournment to workload release discussion: 2:13 p.m.

12/05/14 Minutes – Adjunct Faculty Committee Meeting

Attending:

G. Betros	Y. Eixmann	M. Lemke	J. Oestreich	E. Zarria
S. Bishop	D. Eure	A. Marks	S. Okere	
L. Cogswell	P. Gibson	A. Meeks	V. Sriraman	
W. David	B. Johnson	S. Mora	B. Webb	

Meeting called to order by V. Sriraman at 1:02 p.m.

1. Cleanup Items

- Signup sheet from D. Feakes
 - January adjunct orientation signup for panels
- Next adjunct open door dialogue
 - Friday, January 30, 2-4 p.m.
 - Alkek ITV rooms (104 or 105)
 - Provost & Associate Provost will be in attendance
- AFC meetings for next semester
 - Maintain 1st Friday schedule
 - No meeting in January
 - February 6, 1-3 p.m.
 - March 6, 1-3 p.m.
 - April 3, 1-3 p.m.
 - May 1, 1-3 p.m.
- Faculty committee was impressed by our standards and thanks us

2. Update from S. Mora, Merit Subcommittee

- PPS 7.10
 - Trying to add language that would provide equity for performance review for tenured v. non-tenured faculty
 - One idea was to add a non-discrimination clause
 - Precedent at University of Utah—pretty comprehensive
 - Presented the idea at the last adjunct dialogue with D. Feakes
 - Response not particularly positive
 - D. Feakes redirected the effort to best practices
- Last adjunct dialogue

- D. Feakes was disconcerted that workload was being assigned differently per tenured and non-tenured faculty
 - Should ideally be per-class, not dependent upon instructor
 - B. Johnson pointed out that different schools/departments seem to have different cultures and practices

3. **P. Gibson presented the research she has been doing into specific PPSs**

- Many are not being followed
 - A. Meeks: What is the recourse if they aren't followed?
 - A clear, safe grievance process is needed
 - Ombudsman may be able to help prevent adjunct vulnerability
 - Per-course faculty still most vulnerable
 - Is noncompliance due to malice or ignorance?
 - B. Johnson suggested providing a training session for chairs/directors
 - Lack of communication from deans to chairs causes problems and disparities
- P. Gibson: Who controls PPSs?
 - Faculty Senate makes recommendations
 - Faculty sometimes are involved at lower levels
 - Administration in charge of university-wide policy
- V. Sriraman: Next adjunct faculty dialogue will be a good opportunity to breach these topics since Provost and Associate Provost will be present

4. **S. Bishop: Are we working on merit checklists for tenured v. non-tenured faculty?**

- S. Mora: No, we are working on an overarching statement that says that non-tenure-track policies should mirror those for tenure-track and should be equitably applied
- Differences between expectations for tenured v. non-tenured faculty should be acknowledged
- "Wonder sentence" that would express these ideas and eliminate loopholes remains elusive

5. **S. Bishop: Money for tenured v. non-tenured merit pay should be kept separate, not allowed to flow between pools.**

- Not always true, depends upon department

- Best practice would be to separate
- P. Gibson will post her report about her startling findings from the PPSs she's been researching
 - Available in folder "3 Fostering Development" on TRACS site
 - Relevant PPSs will be posted as well
 - Please review
- D. Feakes' tenure as Faculty Fellow is our window
 - Current president and provost are amenable to change
 - B. Johnson brought up the issue of different departments receiving different treatment by the Provost

6. Merit subcommittee feels a bit unfocused/in need of clear direction

- W. David: What constitutes a "best practice"?
 - A. Marks: a suggestion
- Merge Best Practice and Merit subcommittees
 - W. David: Focus on (job) security, merit & performance evaluations, equity, workload, and representation
 - D. Feakes can present the recommendations to CAD & chairs
 - Next step: brainstorm with D. Feakes to see which PPSs can be worked on
- Could D. Feakes come to a subcommittee meeting to offer guidance?
 - V. Sriraman will send email
 - P. Gibson, A. Meeks, A. Meyer, G. Betros, D. Nolan, S. Mora all want to attend

7. S. Bishop: Is there any definition or commonality to the "Senior Lecturer" position?

- Not really
- Myriad representations of adjunct responsibilities
 - Different workloads per different chairs
 - Chairs need to be informed of PPS policies
 - We should work toward a presentation for Deans & Chairs
 - Best for D. Feakes to do the presentation for best reception

8. B. Johnson

- Should part of our effort be put toward representation on the Faculty Senate?
 - Right now only tenured faculty can take part
 - Could we have a non-voting member?

- Good idea to couch this in terms of the university's "research institution" goals
- Adjunct developmental leave issue
 - Chairs not being notified/spoken with first
 - Right now it's just a signature, not an approval from chair
 - V. Sriraman: Revise the rubric

9. Worklife Advisory Council – G. Betros

- Let G. Betros know if you have any worklife issues that you'd like addressed
- Child care during orientation sessions has been talked about
- Elder care?
- More publicity needed—testimonials?
- Bobcat Balance program has new pamphlets available in HR office
 - Put in faculty mailboxes
 - Are they bilingual?

10. Adjournment: 2:32 p.m.

02/06/15 Minutes – Adjunct Faculty Committee Meeting

Attending:

S. Armstead	Y. Eixmann	A. Marks	E. Russell
G. Betros	D. Eure	A. Meeks	K. Salzman
S. Bishop	P. Gibson	A. Meyer	V. Sriraman
L. Cogswell	E. Harrington	S. Mora	S. Stewart
W. David	S. Holtz	D. Nolan	R. Wendel
M. DiMauro-Jackson (guest)	B. Johnson	J. Oestrich	
S. Duffy	M. Lemke	S. Okere	

Meeting called to order by V. Sriraman at 1:02 p.m.

1. Student Orientation Committee (J. Oestrich)

- Faculty are invited to dinner at stadium when parents come, adjuncts also
- Dates are on TRACS
- No charge for dinner, which is on the first night of orientation
- Jennifer Beck is contact person

2. Perceptions and concerns from 1/30/15 adjunct dialogue with Provost

- Advising on policy, rather than mandating, will continue – no teeth
- Chairs will be made aware of non-promoted adjuncts
- Provost was concerned about treatment of a specific adjunct
 - Adjunct did not want to give her name for fear of reprisal
 - Provost asked for department name
 - Will this lead to certain chairs being called out by provost?
- No change to adjunct membership in Faculty Senate or personnel committees
 - Circular reasoning & conflict of interest—Faculty Senate makes decisions about who can take part, but can't get in without Faculty Senate representation
- Felt heard—Provost took notes and learned of problems
- Sense of willingness to adjust/improve PPS for merit considerations
 - Accounting department is allowing adjunct input on merit policy
- Personnel committee conversation should happen on a chair-by-chair basis
 - Concern raised about adjuncts who don't feel safe talking to their chair
 - Proposal for a permanent ombudsman for adjuncts

- Could adjuncts meet with personnel committees without making personnel decisions?
- Provost insisted that policies need to be changed in order for change to happen
- If adjuncts comprise >50% of faculty, where is the “shared governance”?
- Find the best progressive practices within the university and share them with chairs

3. **Adjunct Representation on Faculty Senate**

- Is there precedent?
 - Yes—A&M library has ex-officio representation
- There is a sense that adjuncts are not on the radar of the Senate
- It is time for us to start representing ourselves
 - “Faculty” Senate, not “Tenured Faculty” Senate
 - Leadership is key to creating a change in culture
 - Change the PPS to get on the Faculty Senate
- Steps to take:
 - Ask our Faculty Senate representatives to bring up adjunct faculty representation in the Faculty Senate
 - Bring idea up to other adjuncts
- What will this look like?
 - Equal amount of voting members?
 - Would double the size of the Senate
 - One adjunct faculty rep?
 - We should start high, not low
 - Not representative of our 50% status
 - Equal opportunity to run for Senate
- Talking points (S. Okere will write up and post to TRACS for feedback)
 - **WHAT?:** Equal opportunity to run for Senate seats
 - **WHY?:** Shared faculty governance, faculty is faculty, 50% without a seat at the table
- V. Sriraman will bring up concerns & ideas to Faculty Senate February 18
 - Emphasized that we should not represent a fracture between faculty groups
 - Debra and Michelle do bring adjunct issues to the Senate

4. **“Adjunct” Terminology**

- Not always meant to be derogatory, just a product of evolution
- Terminology important in terms of termination

- Education of chairs is key to progress
 - Provost agreed to a meeting of chairs
- Those moving from Lecturer to Senior Lecturer are not “promoted,” but “converted”
- Problems with hiring more people at smaller percentage appointments
 - Less in benefits
 - More grad student instructors

5. Updates from D. Feakes (via V. Sriraman and A. Meyer)

- Cold water on career ladder and adjunct tenure
- Best practices is a better path
- Meeting with A. Meyer (detailed attachment on TRACS)
 - One best practice goal every two weeks, beginning 2/15/15
 - Small groups will review a specific PPS for each goal
 - PPS 8.13 (complete)
 - A. Marks
 - PPS 8.11
 - E. Harrington
 - M. Lemke
 - A. Meeks
 - PPS 8.09
 - S. Okere
 - S. Armstead
 - PPS 7.22
 - A. Marks
 - R. Wendel
 - A. Meyer
 - S. Stewart
 - PPS 7.16
 - D. Nolan
 - B. Johnson
 - PPS 7.14
 - P. Gibson
 - E. Russell
 - PPS 7.10
 - S. Duffy
 - J. Oestrich
 - PPS 7.05
 - S. Stewart
 - A. Meeks
 - D. Nolan

- S. Mora will compare salaries & policies with other universities and report back at the next meeting (03/06)
- A. Meyer will send out confirmation of above groups
- If you are not in a group, please review PPSs and do a general edit
- P. Gibson will activate the TRACS wiki for editing
- A. Marks presented new wording for PPS 8.13 (Adjunct Faculty Workload Release)
 - S. Mora moved to approve
 - S. Duffy seconded
 - Motion passed unanimously
- V. Sriraman: Changes in PPS for chair evaluations so that a faculty member could be an observer to a Department Chair evaluation, avoiding an atmosphere of cronyism

6. Parking

- Per-course faculty shouldn't have to pay as much
 - This problem was fixed in the fall semester
- Tags not available for purchase without a contract, which some don't have

7. Adjournment: 3:10 p.m.

Minutes from the AFC meeting of April 17, 2015:

Presiding: Vedaraman Sriraman

AFC members and liaisons in attendance:

David Nolan
Andrew Marks
Pat Gibson
Amy Meeks
Shannon Duffy
Diane Eure
Yvonne Eixmann
Sherwood Bishop
Brian Johnson
Britney Webb
Amanda Meyer
Suzy Okere
Lillie Cogswell
Wendi David

Guest: Debra Feakes

AFC Members & Liaisons: Clarification of the roles of AFC members and AFC liaisons: There are two AFC members from each college. If a department does not have an AFC member, it has a liaison. In answer to a question regarding how one gains a seat as an AFC member: we are reminded to check the box on the university survey regarding desired committee service. In general, the Committee on Committees, which evaluates the survey, prefers experience. As to serving as liaisons, the choice is a departmental decision.

Adjunct Faculty Dialogues: The last adjunct faculty dialogue spent most of its time working on questions for a survey of all 900+ adjunct faculty, which has since received administrative approval. The goal is to distribute this survey before May 1, so as to have the summer to process the data. Debra asks us to strongly encourage all adjuncts in our departments to participate. The survey will have 4 demographic questions (which may be tallied automatically by the system) as well as 31 questions and one comments box. The questions will have “agree,” “neutral,” “disagree,” or “N/A” as possible answers.

The last Adjunct Faculty Dialogue of the semester for the San Marcos campus will be held next Tuesday, April 21 from 4-6 PM in JCK 880. Debra is hoping to continue both the orientation and the adjunct faculty dialogues next year.

Adjunct Orientation: Three fall orientations have been scheduled, all for CHEM 100: Aug. 18, 2:30-4:30; Aug. 18, 6:30-8:30 PM; and Aug. 19, 9-11. They need volunteers for all of them—they usually have four presenters plus additional help with setup.

Video clips of the orientations will be made available on Faculty Commons, which is also looking for volunteers. The orientation is open to anyone who wishes to come. Orientation may also have additional flash drives for folks who want one.

Britney notes that her department has also put together a departmental orientation, if other departments want to use it as a template.

AAUP: Debra, Michelle and David are presenting in June at the AAUP conference in Washington DC on adjunct faculty issues. Send any ideas or suggestions to Debra.

Terminology: The term “adjunct” will probably be replaced with “non tenure line” a.s.a.p. “Adjunct” will now mean “per course,” bringing Texas State into greater conformity with national usage of the terms.

Sherwood noted that the attitude of the Faculty Senate and the administration overall toward adjunct issues has been very positive, and Debra notes the same regarding the Council of Chairs.

When the committees give their reports May 5, we might want to look into someone presenting from AFC.

Excellence in Online Teaching Award: In the recent Excellence in Online Teaching award, 2 out of the 3 winners were adjuncts, including the overall winner.

Faculty Senate Fellow: will be chosen from among the AFC members, excluding the liaisons, for this upcoming year. Sriraman will send out an email soliciting nominations. We will be picking one representative and one alternate.

Part-Time Teaching Awards: The last AFC meeting of the semester is May 1, and at that meeting the colleges need to put forward their candidates for receipt of the Part Time Teaching Award. The applications are now all in and the packets are available online on our TRACS site. Remember you only need to read the applications for your college. After the May 1 meeting, the AFC will forward their recommendations for the awards. The following people have agreed to serve as chairs for the teaching award committees:

Andrew: College of Applied Arts
Diane: McCoy School of Business
Britney: College of Education
Shannon: College of Liberal Arts
David: College of Fine Arts
Suzy: Health Professions
Wendi: Science and Engineering

PPS policies: We have succeeded in getting the name “adjunct” changed to “non tenure line” and that can now be applied throughout the pps. Beyond that, the AFC recommends drafting a bullet-point list of goals that the AFC should work toward in the future. Amanda will draft the list of goals.

Evaluation Standards: Amy noted that Psychology’s non-tenure track faculty drafted a letter to their chair asking for greater clarification on how non-tenure track faculty are evaluated. In response, Psychology is setting up a committee in the fall to look into clarifying the evaluation standards for Non Tenure-Track faculty. They are also setting up a Personnel Committee subcommittee, made up of two TT and one NTT, to evaluate adjuncts. Amy offered to make the letter available if other departments wanted to use it as a template.

Per Course Salary: Pat noted that some per course faculty are being paid below the university-set minimum of \$3000 per course. A department can set pay above this rate, but it should not pay below it. The AFC noted that this may be an issue of chair re-education that perhaps should be brought before the Faculty Senate.

Workload Release: The AFC will address selection for the Work load release program in the fall.

05/01/15 Minutes – Adjunct Faculty Committee Meeting

Attending:

G. Betros	S. England	A. Marks	K. Salzman
S. Bishop	D. Eure	A. Meyer	V. Sriraman
L. Cogswell	E. Harrington	S. Mora	B. Webb
W. David	B. Johnson	D. Nolan	
S. Duffy	M. Lemke	S. Okere	

Meeting called to order by V. Sriraman at 1:02 p.m.

1. Adjunct Faculty Accomplishments

- Is anyone keeping track?
- Alpha Chi honor society induction invitations: Eure, Meeks, Nolan, Oestrich
- Some adjunct faculty mentioned in a University Star article about construction students who won an award

2. New “Adjunct” Designation from Faculty Senate

- NLF: Nontenure Line Faculty

3. NLF Survey Email from D. Feakes

- Please encourage participation

4. University Trying to Achieve Parity among Senior/Clinical Lecturers and Professors of Practice

- Increase from a 3- to 5-year contract
- Chairs have most likely already been informed

5. Faculty Senate Fellow Position

- FS asked us to nominate 2 people
- Nominations included:

- S. Mora, A. Meeks, W. David, J. Oestrich, A. Thomas, Y. Eichmann (unavailable), S. Okere (unavailable), A. Marks
- V. Sriraman will check other nominees' availability as well
- Voting will happen by email through Valerie
 - 5 p.m. Monday deadline
 - Full members vote, not liaisons
- V. Sriraman indicated that we would be best served by a long-standing, well-connected member of the committee

6. Part-time Faculty Excellence in Teaching Award

- College representatives should keep documentation until process is over
- Some applications are incomplete and were excluded from eligibility
- New rubric made selection easier for representatives and preparation easier for nominees
- Part-time AFC liaisons are still eligible for the award
- Selections:
 - Applied Arts – James Elshoff
 - Business – Cathy Moffatt
 - Education – Laura Foster
 - Fine Arts & Communication – Sherry Snowden
 - Health Professions – Karima Lalani
 - Liberal Arts – Antonio Alfau
 - Science & Engineering – Ted Lehr

7. Dean/Chair Perception Survey

- Uniform decline in number of responses
 - Sense of “it doesn’t matter”
 - Too many emails?
 - Could we do repeat emails to non-respondents? Forwarding not an option
 - Problem in the title: “Adjunct Faculty Perceptions”
 - “Survey of NLF” would be better
 - More advance warning to AFC members so we can announce in faculty meetings
 - Part-time people may be missed if not teaching this semester

8. **College of Business will implement an AFC report in faculty meetings** (D. Eure)

9. **Innovative cross-disciplinary award** (B. Johnson)

10. **Summer Meetings/Agenda**

- Agenda ideas:
 - Legislature deciding on outcome-based funding for state schools
 - Clearer definition of how to move from Lecturer to Senior Lecturer
 - Minimum recommendations?
- V. Sriraman may not continue as the AFC Faculty Senate contact, but is willing to work with the new contact
 - New contact decided at next Wednesday's FS meeting
 - Will continue to champion our causes through his tenure on the FS (ending 2017)
- We have received approval to continue doing orientations through the summer
- D. Feakes was approved to continue the AF dialogues as well
- No summer meeting date(s) set at this time

11. **Adjournment: 1:45 p.m.**

07/10/15 Minutes – Nontenure Line Faculty Committee Meeting

Glynda Betros, Sherwood Bishop, Wendi David, Shannon Duffy, Yvonne Eixmann, Susan Holtz, Susan Lee, Andrew Marks, Sherri Mora, Jo Beth Oestreich, BJ Spencer, Allie Thomas, Alex White attending.

1. **Introduction of New Members** -- Dr. Alex White (new Chair of the Committee) called the meeting to order. Welcome, Alex.

2. Selection of Officers:

By nomination and show of hands, Sherri Mora was selected as Vice Chair and Wendi David as Minutes Maker (Secretary).

3. Information Items

- Congratulations to Andrew Marks on his selection as Senate Faculty Fellow.
- Council of Academic Deans discussed:
 - TK-20 roll-out. University needs consistent reporting of information found in vita. By 2018 all departments will be using TK-20 for managing this information. Several colleges, including Health Professions, are already using TK-20 and have experienced bugs which are being addressed.
 - Campus Carry. This new Texas law begins Aug. 1, 2016 and will allow concealed hand-gun carry by persons over age 21 on campus. The President of the university is allowed to develop reasonable expectations for compliance that don't constitute a complete ban. At this time it is unclear whether classrooms, some classrooms, athletic events, *etc.* are included. A committee is charged with formulating a policy for Texas State compliance with the law. The committee has a representative from the Senate. Debra Feakes is also a member of the committee. Nontenure line faculty (NLF) are encouraged to communicate any concerns related to how this law impacts classroom teaching to Debra Feakes (df10@txstate.edu).
- SPI surveys (for HB 2504) are going online only by Fall 2015. This applies to all undergraduate courses. The Senate conducted a comparison of online vs in-class paper responses and found no significant differences in overall results. Some discussion ensued, including reasons for completing the SPIs (besides the legislative mandate), disagreement with the policy, strategies to increase response rates, and implementation of online departmental evaluations (which is up to individual departments). Whitten Smart at ITS will help with implementation if departments are interested in using online surveys besides the mandated SPI's.

4. PPS 8.13 Workload Release Application Process

- change wording from 'adjunct' to 'nontenure line'
- item 15, change wording to 'submit progress report to Faculty Senate and copy Chair or Director'
- a motion was made to approve changes – vote was unanimous approval
- a request was made for Valerie to post a sample workload release program application on the committee TRACS site

The committee requested that the data from the work life survey in 2013 be parsed according to tenure-track or tenured *versus* non-tenure track faculty.

5. AAUP Conference Report

David Nolan, Debra Feakes, and Michel Conroy presented a talk at the national American Association of University Professors (AAUP) conference in June. The theme of the conference was 'One Faculty'. The committee viewed the presentation, which focused on initiatives at Texas State to enfranchise nontenure line faculty, particularly with respect to shared governance. In the presentation Debra, David, and Michel discussed creation of the Adjunct Faculty Committee (AFC) – now the Nontenure Line Faculty Committee – and accomplishments of the committee. These accomplishments include the Part-time teaching award, changes to term limits for senior lecturers, creation of the Senate Faculty Fellow, consistency in policies addressing NLF, and the orientation. The newly conducted "Adjunct Faculty Orientation" received a very positive response at the meeting, with many attendees requesting information about the orientation.

A request was made that the presentation be posted on the committee TRACS site.

6. Nontenure Line Faculty Orientation

Debra Feakes will be conducting the orientations in CHEM 100 on Tuesday, August 18, 2:30-4:30 pm and 6:30-8:30 pm, and on Wednesday, August 19, 9:30-11:30am. Additional volunteers include Allie Thomas, Sherwood Bishop, and Wendi David (**did I miss anyone?**). If you are available, please come and help out – discussions with new faculty are always beneficial.

To do for the orientation:

- change the word "adjunct" to "nontenure line" throughout
- add links that are in the powerpoint presentation to the folders on the USB
- check the links to make sure they are still functioning

- notify department liaisons to broadcast the orientations
- add the presentation to the NLF website (without full set of info)
- **What does Debra need volunteers to do?**

7. Results from Nontenure Line Faculty Survey

- Debra's analysis
 - What we do well – teaching assignments, academic freedom, adequate support
 - Improvements – mentoring, advancement, merit/equity, shared governance
- Discussion of results analysis
 - Which questions are most relevant?
 - separate full-time responses from per-course responses
 - find out which questions have highest degree of associated dissatisfaction
 - Andrew Marks, Susan Lee, and BJ Spencer will analyze the qualitative comments

8. Adjournment -- next meeting will be Aug. 14 1-3pm