Draft Minutes November 9 2017

The Adjunct Oversight Committee held its first meeting on Thursday November 9 2017. Attendees: Phyllis Jestice (Welfare Committee) Sorinel Oprisan (Compensation Committee), Mary Ann Blitt (Academic Planning Committee) Julia Eichelberger (Budget Committee), Cheryl Spinner (Faculty Senator representing Adjunct Faculty) Todd McNerney (Representative designated by Academic Affairs)

We discussed our charge and how to proceed with the first year of this committee’s work. Duties listed in FAM:

1. Receive and analyze reports: from the Office of Institutional Research, Planning, and Information Management on the number of adjuncts employed by the College, the number of credit hours delivered by adjunct faculty, adjunct faculty members’ rank and status (part-time or full-time), and adjunct faculty compensation; and from the Provost’s office on College policies for adjunct faculty.
2. Solicit additional information on adjunct practices in use in schools, departments, and programs. To obtain this information, the committee may analyze published documents (e.g., department websites or handbooks), interview deans and chairs, conduct surveys of adjunct faculty, and/or do additional research.
3. Receive and respond to information from the Provost’s office and/or senior leadership regarding future plans for the College that will affect the College’s reliance on adjunct faculty or compensation of adjunct faculty.
4. Regularly report to the Faculty Senate, Provost, and adjunct faculty on the College’s adjunct policies and practices; make recommendations to the Faculty Senate and appropriate committees regarding compensation, working conditions, ongoing professional development, and collegiality for adjunct faculty. With the assistance of the Faculty Secretariat, maintain a permanent record of each year’s minutes and annual reports.
5. Meet twice each semester, or more frequently, at the committee’s discretion.

The following plan emerged:

1) To begin fulfilling the first part of our charge, Todd McNerney will ask Academic Affairs to furnish him with the following information for this semester and for the past 3 academic years. This will become a standing request that Academic Affairs will send to this committee every semester.
   a. Headcount of adjunct faculty currently working at C of C this semester
   b. Number of student credit hours taught by adjunct faculty this semester
   c. Current pay scale for adjunct faculty
   Todd will also inquire about whether Academic Affairs has access to an email distribution list or another way to contact all adjunct faculty.
2) Phyllis suggested that chairs and program directors across campus could benefit from guidelines on how to achieve best practices for the adjuncts in their programs. We discussed numerous ways to improve campus culture so that adjuncts are better recognized and welcomed by other faculty in their departments or programs. We also shared some questions on which chairs may need clearer guidelines from Academic Affairs. We will begin working on this list via Google Docs in hopes of sharing it with the Senate in the Spring. This list could be updated every year or so by future committees.
3) During our discussion of Yammer, Cheryl noted that she had no familiarity with this
interface. She will explore it and consider whether we might create an “Adjunct Faculty” or “Adjunct Faculty Only” channel where adjunct faculty could share information and hold discussions.

4) We don’t yet have a plan for carrying out duties listed under 2 and 3. We will discuss this at future meetings this year.

5) We hope to meet again in December to study the data collected and discuss the guidelines, in hopes of presenting them to the Senate as early as February.

6) Julia was elected committee chair and agreed to send out a Doodle poll to figure out a December meeting time.

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Institutional Best practices for Adjunct Faculty [recommendations from Julia Eichelberger in a Spring 2016 report to Senate proposing that this committee be created.]

1. Adjunct faculty receive equitable pay and benefits, comparable to the pay earned for comparable work done by tenured and tenure-track faculty or other roster faculty with similar qualifications.

    Academic Affairs should provide the Adjunct Oversight Committee with annual updates on adjunct compensation. Work by Compensation and Welfare committees should be shared with the Adjunct Oversight Committee.

2. Hiring practices for adjunct faculty are comparable to those used to hire and evaluate tenure-track faculty; When hired, adjunct faculty receive contracts, teaching information and support that are comparable to that provided to new permanent or visiting faculty. All new adjunct faculty appointments allow adequate time to prepare to teach a course; contracts, handbooks, and other communication from supervisors clearly stipulate duties, expectations, and the process of performance evaluation.

    The Adjunct Oversight Committee should periodically survey chairs to see if they are being adequately supported in their efforts to hire adjuncts well ahead of the semester’s start. The Adjunct Oversight Committee should survey adjuncts periodically to learn whether, in practice, adjuncts actually are being hired with a reasonable amount of time to prepare their courses, and whether they receive adequate information on their duties and the way they will be evaluated.

3. Evaluation practices for adjunct faculty are comparable to those used to hire and evaluate tenure-track faculty, including clearly defined criteria and timelines, peer review, and adequate time for adjunct faculty to seek other employment if not reappointed.

    The Adjunct Oversight Committee should monitor departments’ hiring and evaluation practices. In addition to receiving updates from the Provost’s office, the committee should periodically survey or interview department chairs and/or should review departmental by-laws. The College should identify and reward departments whose hiring and evaluation practices are exemplary; the Adjunct Oversight Committee would be well qualified to assist in identifying these departments.
4. Career ladder for adjunct faculty rewards excellent performance and makes adjunct faculty potentially eligible for some form of job security.

5. Support for adjunct faculty teaching parallels support for tenure-track faculty: appropriate supplies, equipment, office space, and access to campus resources, professional development, & mentoring.

   The Adjunct Oversight Committee should survey adjunct faculty periodically to determine how many adjunct faculty who teach on campus have access to adequate office space, supplies, and equipment.

6. Adjunct faculty are invited to participate in department meetings and may contribute to curriculum design.

7. Proportional representation in faculty governance is available to all adjunct faculty.

8. Respect for adjunct faculty is communicated clearly and consistently by administration, chairs, and all tenured and tenure-track faculty.

9. Support is available for all adjunct faculty’s professional development and scholarly research.

   The Adjunct Oversight Committee should receive an annual summary of professional development opportunities sponsored by departments and funded by Academic Affairs.

10. Institution’s staffing plan specifies a ratio of regular faculty/adjunct faculty that is desirable in order for institution and departments to meet their academic goals.

   Information on College-wide adjunct reliance should be provided each semester to the Adjunct Oversight committee. Academic Affairs can update the committee on the percentage of student credit hours taught by adjunct faculty, the headcount of adjunct faculty, and the number of adjunct faculty who are full-time and part-time.