Adjunct Oversight Committee
January 26, 4 pm, Maybank 209
Present: Phyllis Jestice, Julia Eichelberger, Mary Ann Blitt, Todd McNerney

1. Approve minutes from Fall meetings
Again I forgot to do this. Can we please retroactively agree to approve the minute from our 2 Fall meetings?

2. Discuss statistics on C of C’s adjuncts & how to obtain & share this info
   There was much discussion of the 5-page memo provided to us that afternoon. Some of the figures were initially confusing or seemed inconsistent with one another, but we eventually figured them out. F 2017 data were not provided but the memo says they will be provided as soon as they are prepared to be sent to IPEDS.
   We agreed that our goal in collecting this information, in fulfillment of our committee’s charge, was to track the major data points: what is the “standard” pay rate for adjuncts, how many adjuncts do we have, how many & what percentage of course sections are taught by adjuncts, how many and what percentage of credit hours are taught by adjuncts. This will be presented in a report we plan to present at the April Senate meeting. (We should also be able to provide comparable data for the past 3 years, based on Assoc Provost’s memo).
   These numbers should become the baseline; future committees can report on trends in these same statistics. When we report this in April, we will also advise future committees to request this data by a certain date (perhaps no later than 1 March?) and we will request that Academic Affairs proactively provide it as soon as it’s available.
   Todd will ask Deanna for the following:
   - The approximate date the info is provided to IPEDS
   - The ten departments with the highest adjunct reliance
   - The pay scale for adjunct faculty teaching labs for science courses

3. Discuss info needed from HR re adjunct benefits and how to access them
   This too was the subject of much discussion and clicking around on the links provided in the memos sent to Chairs/Program Directors in S17 and F17. It is currently unclear to this committee exactly when an adjunct faculty member becomes eligible for health care coverage and what that coverage costs. Retirement benefits and their windows of eligibility were also unclear to us. Phyllis reported that Sandy Butler had not yet had time to respond to our request. Phyllis will ask that she respond in time for our Feb 23 meeting. We plan to report on benefits in our report to the Senate in April. Meanwhile the Welfare committee will also be alerted re the need for greater clarity on benefits for all faculty.

4. Discuss possible questions for survey of adjuncts this Spring
   A list of questions was developed and will be circulated to all the committee for comment. Phyllis will assist with getting the questions into a Qualtrics format and Julia will circulate the link to adjuncts on the C of C listserv and on Yammer. Each question will be in “Strongly Disagree—Disagree—Agree—Strongly Agree” format, with a space for comments. We will then discuss the results at our Feb 23 meeting.

5. Discuss other questions or concerns
   These were covered while discussing 2 and 3, above.
Proposed Questions for Qualtrics Survey of Adjunct Faculty

1. I have the information I need to do my job.
2. I have the space and materials I need to teach my assigned courses.
3. I have the space and materials I need to keep office hours.
4. I feel included in my department or program.
5. I understand when and how I will be evaluated.
6. I believe I have been evaluated fairly in the past.
7. I understand what resources are available to further my professional development.
8. I know whom to contact if I have questions or concerns.
9. I have the information I need to make decisions about the benefits I’m eligible for.

--All Questions will have the following options for response:
    Strongly Agree—Agree—Disagree—Strongly Disagree
--Each question will also provide a box where open-ended comments may be included if the respondent desires.

--Survey will be anonymous. (Perhaps explore whether we should look into making sure a person can only respond once? Or is that impossible?)

--Survey will be open for approximately two weeks and will be completed in time for our Feb 23 meeting.
Adjunct Oversight Committee Meeting
Tuesday Dec 5 2017 2:30-4 PM MYBK 209 (History Department Seminar Room)

Agenda
1. Approve minutes (below) [NOTE: I forgot to ask for approval of those minutes]
2. Review recommended Best Practices & suggestions for committee’s role in tracking them (below, following Nov 9 Minutes)
3. Discuss any info on adjunct pay, headcount, 3-year trends, etc. that Todd has gathered and how to store this info so future committees will have ongoing access
4. Discuss usefulness of Yammer for adjunct faculty and whether to create an Adjuncts Only channel
5. Discuss guidelines committee may provide (before meeting, please add suggestions to draft here)
6. Discuss when/what to report to Faculty Senate and how to solicit any concerns or issues

Draft Minutes for 12/5/2017 meeting 2:30 PM

All committee members present.

Todd McNerney had to leave early so we discussed his material first: the preliminary data he had gotten from Academic Affairs regarding our adjunct headcount, credit hour production, and compensation for 2014 through 2017. We were not entirely clear on the meaning of the first table of “Full-Time” vs “Part-Time” faculty. Todd thinks that adjuncts who teach 12 credit hours are not included on this list, although in some data the College has reported in previous years, they have been part of the “Full-Time” number. Todd will clarify this for us.

Todd will also ask for adjunct reliance numbers for the ten departments whose adjunct reliance is highest.

We agreed that Academic Affairs should be responsible for providing annual updates of this “dashboard” data to this committee, as Deanna had suggested to Todd. Data will be added to a spreadsheet that future committees can always access.

Phyllis noted that there should be an institutional policy stating what our adjunct reliance should be (or should not exceed). This is on the list of suggested C of C Best Practice that Julia created 2 years ago. Julia suggested that in the absence of an institutional policy, departments could formulate a plan for their own desired level of adjunct reliance, but Phyllis pointed out that having a departmental policy would not have any impact on the number of lines available to any department.

Cheryl shared a question she’d received from another adjunct who learned that she no longer was eligible to participate in the retirement program. We looked up Employee Benefits on the website and found a policy suggesting that only “newly hired adjuncts” could opt into the retirement plan, which raises the question of what a “newly hired adjunct” is. Since adjuncts
are technically hired for a single semester, shouldn’t they be eligible to opt in each time they are hired? We need to get clarification on this. **Cheryl will inquire** and let us know what HR tells her. New Faculty Orientation seems not to provide adequate information or guidelines that are helpful to faculty. Cheryl also had questions about how to enroll in the health plan if one was eligible—she is an example, because she will be teaching 12 hours next semester, but this semester she’s not eligible. When can she enroll? When does eligibility begin? We weren’t sure. We agreed that we would like to have a one-page handout specifying all benefits available to adjunct faculty. This should be available to all chairs/program directors and should be provided to adjunct faculty with their contracts.

We reviewed the drafted guidelines previously circulated. We agreed to remove a reference to Courtesy Titles—this is spelled out in the FAM and could, someday, be tied to an actual career ladder for adjunct faculty, but the committee felt that at this point, the titles don’t have any impact on how collegial or welcoming a department is, so we will not mention them.

Other drafted guidelines were deemed satisfactory. When discussing practices for hiring adjuncts, Sorinel asked how people across campus found qualified adjuncts; it’s not always easy. Phyllis said she asked her faculty for suggestions of qualified local people who might be available, and Mary Ann said Hispanic Studies ran an ad. Cheryl said she took the initiative of sending her materials to C of C, and that more people would do that if departments ran some sort of ad. Sorinel noted that CUR and the American Association of Physics Teachers will run ads for free. We looked on the College’s Employment page and saw that SSM has an ad for an “Adjunct Pool” as well as an announcement that there are immediate adjunct vacancies in Mathematics. Phyllis suggested that every School should have such an ad for an adjunct pool. **Julia will add this** to our list of suggested guidelines.

We also discussed having adjuncts participate in department meetings. Mary Ann said that several adjuncts attend their monthly meetings and serve on committees, voluntarily. In larger departments, adjuncts could elect a representative who would attend monthly department meetings; departments could choose to pay a small stipend for this work, using their operating budget.

Mary Ann said that adjuncts also attended professional development meetings and were paid for this work. **Julia will confirm** that the funds that were previously allocated for Adjunct Professional Development are still available and if they are, mention them in the Guidelines—advise chairs/program directors how to access these funds.

Cheryl reported that she had been exploring Yammer and noticed that there is an “Adjunct Faculty” group but that nobody uses it. [After the meeting Julia saw that there are 83 members of the “Adjunct Faculty” list on Yammer, but we don’t know if those are adjuncts, administrators, or both, In any case, we probably have more like 375 adjuncts who could be included.] **Julia will try to get all adjuncts added to this group** [or perhaps form an Adjuncts Only group?], and **when we report to the Senate in the Spring, Cheryl will urge adjuncts to use it** as a way to build community, share concerns and advice, etc.
We will meet twice next semester. **Julia will send out a doodle poll** and after the times are set, will announce our meeting times publicly.

**Julia will put us on the Faculty Senate agenda** to make a brief report in January. In this report, we’ll announce our meeting times and tell faculty what we’re doing in the committee’s first year. Before the January Senate meeting, **Julia will send the suggested guidelines to all chairs and program directors, and post it on the committee’s Senate webpage**.

**Phyllis will contact HR** and request that they produce a one-page explanation of employee benefits that are available to adjuncts and when/how they may access these benefits. We will discuss this at our Spring meetings. Depending on what we find out, we may also make recommendations to Academic Affairs for strengthening adjunct benefits or clarifying exactly what is available.

For our Spring meetings, we also plan to do the following:

**Meeting #1:** Compile a list of questions for a Qualtrics survey to be sent to all adjunct faculty. (Now that the Nominations Committee is keeping a list, we can use that list to send the link to the survey.) The survey will invite adjuncts to share their concerns with us. We will also share with them the suggested guidelines and ask for their input on how they might be revised or improved.

**Meeting #2:** Review the results of the survey and decide on any action we may need to take. We will revise the guidelines, including the finalized summary of employee benefits, and share the updated version with chairs as they begin to do their hiring for Fall 2018.

In addition, of course, we will respond to any other concerns or suggestions we receive from members of this committee and other interested faculty.

The meeting adjourned at 3:45 PM.

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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.