10/18/13 Minutes – Adjunct Faculty Committee Meeting

1. **Introduction of Officers**

Dr. Debra Feakes called the meeting to order and introduced officers for the 2013-2014 year:

- **Vice Chair** – Sherri Mora (Political Science)
- **Secretary** – Wendi David (Chemistry & Biochemistry)

2. **Opportunities for Adjunct Faculty and Adjunct Faculty Orientation**

Dr. Nathan Bond, a faculty member in Curriculum & Instruction and the Assistant Director of the Academic Development and Assessment (ADA) office, discussed the role of the ADA office in providing professional development for faculty.

2a. Resources available for faculty, including adjunct faculty. The challenge in efficiently identifying relevant resources was noted. (Adjunct faculty at Texas State are defined as faculty who are not tenure-track or tenured.)

- ADA is one of 5 offices on campus that provides professional development for faculty:
  - ADA (Nathan Bond, Assistant Director; [http://www.ada.txstate.edu/](http://www.ada.txstate.edu/)) focuses on professional development of classroom teaching.
  - Office of Professional Development (Marsha Moore, Director of Professional Development; [http://www.txstate.edu/pdevelop/](http://www.txstate.edu/pdevelop/)) focuses on personal professional development for faculty and staff.
  - Instructional Technologies (Milt Nielson, Assoc. VP; [http://www.its.txstate.edu/](http://www.its.txstate.edu/)).
  - Alkek Library (Margaret Vaverek, Faculty Outreach Librarian; [http://www.library.txstate.edu/](http://www.library.txstate.edu/)).
  - Research Support (Mike Blanda, Asst. Vice President for Research and Federal Relations and Dr. Gail Ryser, Director of TREC; [http://www.txstate.edu/research/Resources/faculty-research-support.html](http://www.txstate.edu/research/Resources/faculty-research-support.html)).

- ADA provides 4 main resources for faculty:
  - Workshops modeled on Professional Learning Communities. These workshops are a new initiative developed by Dr. Bond to build a faculty learning community specifically for adjunct faculty. The workshops are the 3rd Wed. of every month and suggested topics for future workshops are welcome.
  - Development of teaching and learning excellence for new faculty.
  - Orientation for new faculty the week before classes begin in Aug.
  - International and Globalization workshop.
2b. Adjunct Faculty Orientation

Discussion focused on how ADA can assist in more effectively integrating adjunct faculty into the orientation processes that are already available and what additional resources are needed for addressing challenges specific to part-time and per-course adjunct faculty.

Challenges:

- Many per-course or part-time faculty are hired just before classes begin and after the new faculty orientation is offered
- Many per-course or part-time faculty are hired in mid-year when no faculty orientation is offered
- Many per-course or part-time faculty have very limited schedules due to outside or additional employment
- Faculty records integration of new part-time adjunct faculty prevents timely set-up of necessary course-related materials, including TRACS sites, email, etc.
- Some university departments lack effective mentoring of adjunct faculty and are not communicating with adjunct faculty regarding available resources

Suggestions:

- Compile an ‘essential topics’ list for orientation of adjunct faculty
- Develop an online option for different segments of orientation that could be completed by adjunct faculty who are unable to attend the August new faculty orientation
- Offer make-up orientation session?
- Compile a ‘Critical Contacts’ list for university departments to give to incoming adjunct faculty
  - PPS 4.01 and 4.02
  - TRACS set-up
  - HB2504 requirements
  - How to use technology? Who to call when not working?
  - Other items to include?
- Make sure each department has a designated adjunct faculty contact person and is aware of minimum expectation for communication of important information to adjunct faculty
- Nathan Bond offered to develop a PowerPoint through his office to be available to late hires and per-course faculty → send ideas to Nathan of what should be included
• Develop a handbook of FAQs for adjunct faculty, make available online (use C&I template, Patrice Warner?)
• Nathan Bond closed with an offer for his office to create a continuing workshop for adjunct faculty

3. **Part-time Teaching Award**

Dr. Cynthia Opheim will meet with the Faculty Senate on Nov. 6 to discuss this award. Those who are 100% FTE will be eligible for Presidential Awards and those <100% FTE will be eligible for the Part-time Teaching Award

4. **Workload Release Program, Process, and Evaluation**

Nov. 1 members will meet to review applications, which will be available on the TRACS site. Score the applications prior to the meeting to facilitate discussion. Applications will be ranked on Nov. 1 and voted on the following meeting. Members who can’t attend physically may attend by phone to participate in the discussion of applications.

The Provost will cover 42 workload credits, but encourages departments to try to cover costs.

5. **Work Life Advisory Council**

During Nov. 15 meeting results of the 2013 work life survey will be presented. Differences between the recent survey results and results from the 2004 survey were noted.

6. **Items from the floor**

Collect ideas for adjunct faculty orientation

use a survey?

email list of non-tenure track and part-time faculty?

members poll peer faculty?

view model from Math

Adjournment