9/20/13 Minutes – Adjunct Faculty Committee Meeting

Attending: Andrew Marks (Social Work), Laura Ellis-Lai (English), Sherri Mora (Political Science), Katie Salzmann (Library), Don Huebner (Geography and Freeman Center), Jana Proff (CDIS), Maureen Lemke (Biology), Britney Webb (HHP), David Nolan (Journalism and Mass Comm), Elizabeth Morgan Russell (Family & Consumer Sciences), Brandi Wilburn (Radiation Therapy), Wendi David (Chem & Biochem), Walter Dorman (Mathematics), Sue Stewart (Comm Studies), Jessica Ligon (C & I)

1. Introduction

Dr. Debra Feakes called the meeting to order and started introductions.

2. Background and History

A brief history of the Adjunct Faculty Committee was discussed, emphasizing the need for the committee given the fact that over 50% of faculty members at Texas State are Adjunct Faculty.

3. Election of Officers

The positions of Vice Chair and Secretary of the Adjunct Faculty Committee are vacant. In the past these roles were filled by volunteers. Those willing and able to serve in either capacity please email Debra Feakes. In the event of an overwhelming response, the committee will vote on the volunteers. Walter Dorman ‘highly recommends’ the position of Vice Chair.

4. Summary of recent accomplishments

The committee recently:

- developed a workload release, development leave process for adjunct faculty (see discussion in item 5)
- set up a process to recognize part-time teaching excellence through an award

5. Workload Release Program, process, and evaluation

Sept. 12 notices went out inviting applications for Adjunct Faculty Workload Release. Application will be due to department chairs on Oct. 11 and to the Faculty Senate on Oct. 21. Proposals will be added to a committee TRACS site and all committee members will review the proposals, rank them according to a rubric, and meet on Nov. 1 from 1-3pm to evaluate the proposals. This
follows a similar procedure to that used by the Faculty Senate to evaluate Faculty Development Leave proposals.

- 42 workload credits total are available to be awarded
- applicants must have a 100% teaching appointment at the time of application
- committee members are not eligible but departmental liaisons are eligible
- Program Faculty are not eligible
- suggestion to use Senate Faculty leave rubrics for evaluation and a previous rubric developed by the committee was provided for comparison
  - the committee-produced rubric did not include service as a workload release activity, but the consensus was to add service to the list in part A
- for the evaluation process, individual presentations by applicants was judged to be problematic – instead encourage applicants to contact their departmental committee member to advocate for their proposal
- Debra will finalize the leave evaluation rubric and post on the TRACS site for review and any comments
- 2 concerns were noted
  - what would happen if the awardee of the workload release did not have a contract renewal?
  - if any malicious pressure from departments is noted, please share that information with Debra Feakes

6. Part-time teaching award

The rubric developed by the Adjunct Faculty Committee has not yet been accepted due to 2 questions.

- What does <75% FTE mean? Debra stated clarification was necessary to prevent overlap between eligibility for the Presidential Award in teaching and the Part-time Teaching Award
  - Concern was noted that we don’t want anyone to be excluded from being rewarded for teaching excellence. The consensus was to designate the Presidential Award for those with 100% FTE and the Part-time Teaching Award for those with anything less than 100% FTE in the previous year.
- The University College wants representation for consideration of staff teaching US 1100
  - Staff are eligible for other awards and the nature of US 1100 has changed, such that little teaching innovation or development is required for the course.
  - the committee does not recommend including staff for consideration in the Part-time Teaching Award
7. Goals for the upcoming year

Debra provided an overview of progress made on previous goals:

- modifications to parking for per course faculty --- those faculty can now purchase 1-semester passes for $112, but have been asked to give up their access cards. Debra will check with Nancy Nussbaum on denial of access cards
- workshops for Adjunct Faculty – Nathan Bond will discuss faculty development at a subsequent committee meeting

Goals for 2013-14 year:

- Develop an orientation process to smooth the transition for new hires, especially per course hires. The experience across campus is variable and problems getting people appointed in a timely manner to efficiently carry out their duties was noted. This process affects retention and the capacity for teaching excellence
- Develop and collect policies for Adjunct Faculty in a central repository. What policies would Adjunct Faculty like to see implemented? How can the University achieve fairness for Adjunct Faculty across campus? We will specifically consider these questions at our next meeting.
- Recognition of Adjunct Faculty on the University website –
  - THANKS to Michel, Jana, Britney, and Andy for their efforts to set up and improve the Adjunct Faculty website.
  - information for the website will be gathered once a year
  - encourage colleagues to share their accomplishments
  - for timely recognition of Adjunct Faculty efforts, Debra will encourage the department chairs to submit recognition for inclusion on the University web banner
  - suggestion to develop a showcase of Adjunct Faculty accomplishments, perhaps in the ballroom with attendees presenting their creative/scholarly activities
    - the Faculty Senate has a budget for these types of activities

8. Items from the floor

What is the new definition of a Professor of Professional Practice?

Adjournment (Debra Feakes’ efforts on behalf of the committee were recognized).