05/02/14 Minutes – Adjunct Faculty Committee Meeting


1. Part-time teaching award

- Discussion centered on what to change or consider for next year
- Observations regarding rubric used for scoring applicants:
  - Continuing education/ professional development
    - What if applicant is already accomplished in field?
    - Change this part of rubric to include level of expertise?
  - Learning activities vs. course activities
    - Recommend to combine this category?
    - How are the two different, or clarify goal for each component
  - Incomplete packets
    - Give greater guidance to applicants, perhaps a packet example provide a checklist of items?
  - Syllabi from different courses
    - What about honors courses that are already vetted?
    - How should general education courses be compared to graduate courses?
  - Letters vs. student evaluation comments
    - What about faculty without access to student evaluations?
    - Senate includes letters in support of nominees for Presidential awards

- What aspects of rubric should be tweaked?
  - Ask applicant to provide information on how submitted evidence addresses the rubric
  - Cap the length of the application?
  - Rubric was developed to keep elements simple
  - Submit a syllabus for information, but not for points
  - Weight teaching philosophy more heavily (including course components that are appropriate and evidence of continuing professional activities or expertise)
  - Weight a sample activity/project more heavily
  - Include student evaluations or letter(s) from student(s) or peer faculty

- Sherri and Laura will prepare prompts for applicant narrative with regards to the teaching philosophy
- Goal will be to put into online application that will limit the length of material and keep all applications uniform
2. **New Adjunct Faculty Orientation**

Debra distributed Outline of topics to be covered and Calendar

- Tues. Aug. 19  2:30-4:30pm in CHEM 100
- Wed. Aug. 20  9-11am in CHEM 100
- Tues. Aug 19 6:30-8:30pm session will be added

IT will tape both daytime sessions

Think about what you want presented during the sessions, as opposed to information available only electronically.

Goal for jumpdrive to be complete by Aug. 1st.

3. **Items from the floor**

   - don’t forget to have adjunct faculty send their accomplishments to Jana Proff for inclusion on the AF website.  [jh95@txstate.edu](mailto:jh95@txstate.edu)
   - push for liaison roles for every department
   - Meetings in summer → June 13, 2pm (David’s birthday😊); July 11, 2pm; Aug. 1, 2pm

4. **Congratulations to Debra for being chosen as the Presidential Fellow next year!**

5. **Proposed topic for next year’s committee**

Laura proposed a topic for the AFC to consider next year – *What is the process for promotion for adjunct faculty?*

PPS 7.22 has information on senior lecturers (senior lecturers have service commitments and course development duties)

If your department has policies regarding lecturers please send them to Debra Feakes.

6. **Adjournment**