ADJUNCT FACULTY COMMITTEE

Minutes for 1/25/2013

AFC Members Present: Conroy, Ross, Ligon, Campbell, Eaton, Okere, Proff, Mora, Dorman, Banta, Eixmann

Minutes recorded by Okere

Meeting called to order at 2:00 PM

I. Information items

Senate elections: There will be seven seats open in the upcoming Faculty Senate elections. Dr. Barbara Melzer, Chair of the Faculty Senate, is on medical leave and Michel Conroy will be serving as Interim Chair.

This semester’s goal for the Adjunct Faculty Committee is to make significant progress on the committee’s current initiatives.

II. AFC projects in process

Collection of departmental policies governing adjunct faculty
Valerie Anderson has designed a sub-page to the AFC page on the senate site and will activate it with the policies received to date. Conroy circulated a list of Departments that have submitted their policies.

Part-time faculty teaching award
Report from subcommittee. The proposal will be for college level awards. A university level award may be explored in the future. The number of faculty only associated with the Honors College and the University College needs to be identified to determine how awards for those Colleges will be handled. Potential nomination review bodies were discussed and included 1) College Councils, 2) College Senators, 3) AFC members and liaisons. (There are currently 6 part-time committee liaisons.) The committee discussed the materials that should be submitted for nomination packets:
1. Course syllabus and other materials for a selected course
2. Narrative describing the selected course stating objectives and goals
3. CV highlighting teaching accomplishments (ie. teaching awards, honors)
4. Comments from student in that course were also suggested
The subcommittee’s goal is to have a written policy draft to present at the next AFC meeting. Ligon will work with the subcommittee to develop an award rubric.

Course release for teaching improvement or research for full-time Lecturers
Task force report. Eaton will join this group. The committee discussed eligibility requirements. Changes made to the proposal (see 11/16 minutes) include:
- University-wide, 14 proposals will be selected annually, 7 in each long semester. A faculty member can apply for release from 1-4 courses.
- Eligibility: Clinical faculty, full-time Lecturers and Senior Lecturers with at least 8 long semesters of a Texas State teaching appointment, (not necessarily consecutive) at 50% or more FTE.
- Post-award report due to the Provost via Dean and Chair.
The committee discussed the course release proposal requirements. The proposal requirements will be modeled after the Faculty Developmental Leave proposal, and should include:

1. Project narrative (2 pages)
2. CV
3. Abstract (approximately 100 words)
4. Most recent release time report if applicable

The course release report should include:

1. Project abstract
2. A summary of release time accomplishments and outcomes

This project summary should also be presented to the faculty member’s department.

The subcommittee will draft a proposal by the next meeting. The draft proposal should include reference to PPS 7.14 #5 to highlight how this program will fulfill the university’s goal of recognizing “that temporary, non-continuing faculty benefit the university, department, and students.”

Adjunct faculty committee webpage
Assign members to write up current content suggestions:
Service opportunities, HR benefits, parking policy, FAQ, an annual report of adjunct faculty accomplishments, a listing of resources available to adjunct faculty
Send completed content to Jana Proff (JH95)

Content should be drafted and submitted to the committee for approval. Campbell will draft suggestions for writing up and submitting content. Mora will lead development of links/list of resources for currently identified content suggestions (see above). Faculty accomplishments for the current year will be posted to the AFC website; accomplishments from previous years will be archived. Department liaisons will be charged with soliciting highlights from their departments. Conroy will contact liaisons to solicit information.

PPS 7.14 review
In section #4 the AFC suggested that the last sentence read: If it is determined by the personnel committee that there is excessive use of temporary part-time faculty, department chairs and deans should petition the Provost for additional full-time positions. Conroy will present this suggestion to the Faculty Senate.

Committee name
PPS 7.22 was reviewed to examine how the University defines adjunct faculty. The committee recommended adding a link to this PPS on the AFC webpage to assist appropriate faculty members with recognizing themselves as adjunct faculty members.

Parking
RTA for a future meeting

Next Meeting: Friday February 15, 2013. All committee assignments are due at this time.

Meeting adjourned 4:05 PM