

Arkansas State University-Jonesboro (ASU-J)
Faculty Senate Resolution #01 Fall Semester 2012
Adjunct and Temporary Full-Time Faculty Employment and Instructional Training, Supervision, and
Performance
Final Draft (# 6)

Whereas ASU-J is relying more on adjunct and temporary full-time faculty to provide instruction to students, especially those at the freshman and sophomore levels.

Whereas there is significant concern regarding the quality and integrity of some of the instruction that is being provided by ASU-J adjunct and temporary full-time faculty to students raising serious questions regarding student learning, educational cost, recruiting and retention, and university/educational accountability.

Whereas there may be little or no input from program or departmental faculty (other than the department chairperson) on the selection, hiring, and retention/reappointment of ASU-J adjunct and temporary full-time faculty.

Whereas some ASU-J adjunct and temporary full-time faculty may not be fully informed of the requirements associated with their professional instructional duties.

Whereas the formal evaluation and review process for ASU adjunct and temporary full-time faculty specific to instructional effectiveness appears to lack comprehensiveness.

Whereas a comprehensive formal evaluation and review process for ASU-adjunct and temporary full-time faculty specific to instructional effectiveness would be valuable in terms of retention and reappointment recommendations and decisions.

Whereas ASU-J adjunct and temporary full-time faculty should be encouraged to complete formal instructional training as they begin teaching.

Whereas there is no university-wide requirement for ASU-J adjunct and temporary full-time faculty in terms of supervision and mentoring for instruction.

Whereas most ASU-J department and college promotion, retention, and tenure (PRT) criteria and documents and merit criteria and documents do not reward tenure-track or tenured faculty for providing instructional supervision and mentoring to ASU-J adjunct and temporary full-time faculty.

Whereas some ASU-J adjunct and temporary full-time faculty may be teaching an excessive number of semester hours per semester, a concern noted in the Task Force on Constituent Services Final Report Spring 2010.

Whereas the pay for many ASU-J adjunct faculty has basically remained unchanged in some colleges for approximately two decades.

Whereas the current pay for many ASU-J adjunct faculty appears to be very low in comparison the other four year colleges and universities in Arkansas.

Whereas current ASU-J adjunct faculty have to purchase their own yearly parking permits.

The ASU-J Faculty Senate proposes the following set of recommendations to the Shared Governance Oversight Committee (SGOC), Vice Chancellor for Academic Affairs and Research and Chancellor in an attempt to address the above concerns:

1) Except in unusual circumstances where time constraints do not permit, formal input from program or departmental faculty on the selection and hiring of ASU-J adjunct and temporary full-time faculty will be sought by the department chairperson. Such instances should be atypical and not routine occurrences within a specific program or department. Program or departmental faculty will have the opportunity to review the individual's curriculum vita, transcripts, and any letters of recommendation in order to provide a written recommendation to the department chairperson. At a minimum all ASU-J adjunct and temporary full-time faculty must meet the State law/requirements for teaching at the higher education level and be deemed competent by both the department faculty and the department chairperson to provide quality instruction in the assigned course/s.

2) In a case where a qualified and competent adjunct or temporary full-time faculty member cannot be identified and employed during a given semester to teach a course it is appropriate to allow preregistered students to be placed in another section of the course if space permits or if necessary to cancel the course offering. The above process should become a Board of Trustees approved policy and placed in the ASU-J Faculty Handbook of Policies and Procedures.

3) ASU-J adjunct and temporary full-time faculty members will be provided with a written departmental/program description of the requirements associated with their professional instructional duties. These requirements will be discussed through consultation initiated by the department chairperson and documented in writing. This process should become a Board of Trustees approved policy and placed in the ASU-J Faculty Handbook of Policies and Procedures.

4) ASU-J adjunct and temporary full-time faculty members will be regularly evaluated with established criteria appropriate to their positions. In colleges, where appropriate, this evaluation must include at least one documented peer observation of teaching during the first semester of employment. The results of this evaluation will significantly affect the recommendation for retention/reappointment. Recommendation for retention/reappointment will be accomplished by department promotion, retention, and tenure (PRT) committees with a written recommendation provided to the department chairperson. This process should become a Board of Trustees approved policy and placed in the ASU-J Faculty Handbook of Policies and Procedures.

5) All ASU-J adjunct and temporary full-time faculty will be encouraged to complete formal instructional training offered through the Interactive Teaching and Technology Center (ITTC) before they begin providing instruction at the University or during their first semester of employment. This training could include: Building and Maintaining Quality Courses, Blackboard Learn, Measurable Student Outcomes in Course Design, Banner, Early Alert, etc. Training requirements for adjunct and temporary full-time faculty can be adjusted based on the faculty member's teaching qualifications, experience, and competency. For example, an individual who has extensive past teaching experience may primarily need training in using Blackboard Learn and Banner rather than one of the other identified areas.

6) All ASU-J adjunct and temporary full-time faculty will be provided with ongoing supervision and mentoring for instruction for the first and second semesters of their employment. This will be provided by the department chairperson or a designated tenure-track or tenured faculty member within the program or department.

7) The University Promotion Retention and Tenure Committee (UPRTC) will charge college and department PRT committees with the task of revising both PRT and merit documents in order to reward credit to tenure-track and tenured faculty who elect to provide instructional supervision and mentoring to ASU-J adjunct and temporary full-time faculty.

8) ASU-J adjunct faculty will not be allowed to teach more than 12 semester hours per semester. Temporary full-time faculty may teach up to 15 semester hours per semester if their load is strictly teaching. If an adjunct or temporary full-time faculty member is teaching a full-time load at ASU-J they should not be engaged in similar employment at an elementary or secondary school, vocational school, ASU branch campus, or at another college or university. This recommendation should become a Board of Trustees approved policy and placed in the ASU-J Faculty Handbook of Policies and Procedures.

9) ASU-J adjunct faculty pay will be increased to a salary more consistent with the state average. This salary should be a minimum of \$2,000 per 3 semester hours for Instructors, \$2,250 for Associate Professors, and \$2,500 for Professors. With this increase in salary there is a clear expectation of high quality instruction with integrity and professional accountability.

10) ASU-J adjunct faculty salaries should be examined on an annual basis by the office of Academic Affairs and Research. Efforts should be made to continue to increase these amounts to averages that are paid by comparable universities. This practice is necessary to recruit and retain qualified adjuncts to provide high quality instruction to ASU-J students.

11) ASU-J adjunct faculty will be provided with complementary annual parking permits as a fringe benefit.

12) Each semester, each department chair/program coordinator will submit to their college dean a listing of each adjunct faculty member's name, terminal degree with major, load, and financial

compensation which will in turn be submitted to the office of Academic Affairs and Research. An adjunct roster will then be compiled and maintained according to college by the office of Academic Affairs and Research. This roster will be available for ASU Faculty Senate review.

Note: Resolution submitted by the following faculty senators: John D. Hall, Ph.D. Professor of Psychology and Counseling, Bill D. Humphrey, Ph.D. Professor of Animal Science, Professor William H. Rowe, Fine Arts in consultation with Mr. Henry Torres, Director of ITTC and Dr. Lynita Cooksey, Vice Provost for Academic Affairs and Research.

	A	B	C	D	E	F
1	Shared Governance Proposal Review Process					
2						
3	Proposal: <u>SP13-006</u>			Date Received: <u>March 25, 2013</u>		
4	Instructional Training Supervision and Performance			Expedited (39 Business Days)	Full (64 Business Days)	Extended (93 Business Days)
5	Is Proposal a SGOC Issue? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		SGOC Establish Disposition	2 Days	3 Days	5 Days
6	Responsible Assigned Committee:			Due By:	Due By:	Due By:
7	Handbook Committee					4/1/2013
8	Type of Review:		SGOC Forward to Responsible Committees and SGOCs	2 Days	3 Days	5 Days
9	<input type="checkbox"/> Expedited			Due By:	Due By:	Due By:
10	<input type="checkbox"/> Full					4/8/2013
11	<input checked="" type="checkbox"/> Extended		SGOCs Send Comments to Responsible Committee	7 Days	14 Days	21 Days
12	Handbook Issue: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Due By:	Due By:	Due By:
13	Constituency Groups:		Responsible Committee Prepare Final Draft Send to SGOC			5/7/2013
14	<input checked="" type="checkbox"/> Faculty Senate			7 Days	14 Days	21 Days
15	<input checked="" type="checkbox"/> Staff Senate		SGOC Sends Final Draft to Constituency Groups for Final Up/Down Vote	Due By:	Due By:	Due By:
16	<input checked="" type="checkbox"/> Dean's Council					6/6/2013
17	<input checked="" type="checkbox"/> Chair's Council		Consistency Groups Vote & Notify SGOC	7 Days	14 Days	21 Days
18	<input checked="" type="checkbox"/> SGA			Due By:	Due By:	Due By:
19	<input checked="" type="checkbox"/> GSC		SGOC Tally Votes & Sends Final Report			7/15/2013
20	<input type="checkbox"/> Vice Chancellor(s)			2 Days	3 Days	5 Days
21	Notes:			Due By:	Due By:	Due By:
22	Dean's and Chair's Councils were not present and may opt out					7/22/2013
23			Chancellor Review & Response	10 Days	10 Days	10 Days
24				Due By:	Due By:	Due By:
25						8/5/2013
26						
27						
28						