

Adjunct Faculty Committee Report

A note regarding the attached tentative draft of an Adjunct Faculty Handbook

April 17, 2008

In reading the standard Faculty Handbook, we found ourselves not always able to discern which definitions or what provisions applied to us—if they did at all. So what we have put together here is a document that gathers inconsistencies or unclear bits in the Faculty Handbook, together with our own understanding of the implications for us, and ideas gleaned by email from the long list of adjuncts (not many of whom responded). Some of these clouds of uncertainty can be clarified simply by defining the terms (such as the difference between “part-time” and adjunct”). Other parts of this document are simply a sort of outline for information that should be considered and then included or not, as a future committee and the faculty deem fit.

We did solicit suggestions near the beginning of the Fall term, and suggest that next year’s Adjunct Committee again conduct a poll of all adjuncts to discover their concerns and suggestions. One outcome of this could be to ensure that instructors of in-class and online courses with equivalent experience and professional criteria are treated equally in terms of title, number of teaching hours, salary, and other criteria (if indeed, they are not already).

Because of the nature of their work, it is almost impossible for them to convene in one place at one time. We must, therefore, rely on email—and I just discovered today that Adjuncts, like any class, have a site on the UTC Email. If next year’s group can begin with just that understanding, the job will be easier and, perhaps, the effort more productive.

Adjunct Chair
Ann Thomas Moore, English

Adjunct Committee
Jim Barrett
Scott Bruce

DRAFT OF

UTC

Adjunct Faculty

Handbook

Spring 2008

ADJUNCT FACULTY and THE FACULTY SENATE

From the UTC Faculty Handbook c2007

2.3.3.

Article II. Faculty Senate Membership **Section 2. Elected Members**

Apportionment

. . . The adjunct faculty shall elect a voting representative from their membership to the Faculty Senate for a two-year term. The election conducted by the President of Faculty Senate, will be held before the third week of the Fall semester.

(Chapter 2, Page 3 of 14)

2.3.4.

Article III. Method of Election

Nomination and Election of the Adjunct Faculty Senate Member

Before the end of the Spring Semester in odd years, a nominating committee consisting of the current Adjunct member, the Associate Provost for Undergraduate and Special Programs, and the president of the Faculty Senate will meet to nominate up to 3 Adjunct Faculty for the position of Adjunct Faculty Senate member. Ballots will be distributed in the first week of the Fall semester to active adjunct faculty and must be returned to the Faculty Senate President by

the end of the third week of the Fall Semester. The Adjunct member's term begins immediately.

(Chapter 2, Page 4 of 14)

Part-Time Faculty Committee

Purpose. The part-time faculty committee addresses the needs of part-time faculty and bring their concerns to the attention of Faculty Senate. Provides a communication channel between the community of part-time faculty and the University.

Membership. Three (3) full-time faculty from three different schools or colleges. Three (3) part-time faculty, including the representative to Faculty Senate, who will serve as Chair. Part-time faculty members will be appointed no later than the second Faculty Senate meeting of the Fall semester.

(Chapter 2, Page 13 of 14)

DEFINITIONS

Adjunct:

Length of appointment:

Pay (Equal across departments):

Privileges & Responsibilities:
(including class load)

Parttimer:

Length of appointment:

Pay (Equal across departments):

Privileges & Responsibilities:
(including class load)

BENEFITS

State Retirement

After Adjuncts achieve "Term Status," which equals 6 months of full time service,

the State of Tennessee (Nashville) will send to those Adjuncts' home addresses a letter saying that they are now eligible to enroll, free of charge, in one of the State's retirement plans. Any employee who enrolls in such a plan can also participate in the 401k and have those contributions matched up to \$50/month.

Kathy Taylor estimates that only about 5 percent of adjuncts responded to the invitation to enroll in the free retirement program about three or four years ago. She spent weeks inviting employees by email, phone, or send US mail to see her and enroll. Only about 10 eligible employees responded. Her advice to adjuncts: Open all of your mail from Nashville even if you think it is unimportant!

(Kathy Taylor, E-mail to Ann Moore, 12/03/07. RE: Do 2008 FLEXIBLE BENEFITS apply to adjuncts?)

RESOURCES

Student Counseling

If you have any student who is giving you reason to be concerned about his or her emotional or physical health, get in touch as soon as possible with

Dee Dee Anderson, EdD

Assistant Vice Chancellor & Dean of Students

305 University Center, Dept. 1951

(423) 425-4260

UTC Online

In the box labeled "My Organizations," you will find your departmental category, "Organizations you are leading," and "Adjunct Faculty." Click there, as you would for a class, and there you will find a list (which is not always up-to-date), but even with its flaws, it gives you a headstart on communicating with other adjuncts.

PERQS & PRIVILEGES

(Suggestions from Adjuncts, 2007-08)

- Discounts: 10% on all purchases in cafeteria and bookstore
- Use of fitness facilities
- Audit classes as no-cost benefit
- Tuition breaks at UTC or UTC for adjunct children
- Free general parking
- Mini-grant program to support adjunct research

- Participation in graduation services

SPECIAL REQUESTS

- After-hours access to buildings
- A-V assistance
- Mediated classroom tech support

ISSUES

- If adjuncts without terminal degrees teach schedules that are equivalent to a full teaching load, but will not be considered for tenure until they complete the degree, should they not also be eligible for study grants to assist them toward that goal?
- A-V assistance
- Mediated classroom tech support