UMBC Adjunct Faculty Advisory Committee Meeting with Senior Administrators

June 14, 2017

11:00 a.m. – 12:00 p.m.

1013 Administration Building

Prepared by: M. Burns and P. Rous

1. Welcome and introductions (F. Hrabowski)

2. Updates and discussion (P. Rous)

* Promotion Pathway – Adjunct III
* Year-long contracts for adjunct faculty (2017-18 Pilot)
* UMBC Adjunct Faculty Excellence Awards (proposed)
* AFAC Visibility Project – logo, brochure, information packet to all new adjuncts, etc.

3. Updates and discussion (M. Burns)

* Expansion of AFAC awards for adjunct professional development
* “Best Practices” within UMBC Departments and Programs
* Minimum stipends (meeting w/Dean Casper; continuing need; and 4-credit courses)
* Summer planning for 2017-18 expanded programs and activities (carry forward budget)

The items below present some of the work initiated, accomplished, or ongoing by the Adjunct Faculty Advisory Committee. They are condensed here to save time during the semester meeting with administrators. All have been discussed. Questions and input welcome.

AFAC work ongoing or accomplished:

1. ratification and approval of AFAC by-laws 2016-2017
2. AFAC adjunct awards 2015-2016, 2016-2017
3. new USM title and criteria for promotion to Adjunct III
4. semester gatherings with adjunct faculty
5. AFAC survey of adjunct stipends by department
6. semester meetings with deans/program heads
7. regular and special elections for AFAC membership
8. AFAC participation in faculty orientation
9. new CAHSS committee on teaching and learning, adjunct member and adjunct faculty award
10. AFAC (chair) presentation to Faculty Senate, spring 2017

AFAC work initiated or proposed:

1. AFAC survey of departmental best practices in working conditions for adjunct faculty
2. further publicizing for AFAC research awards for adjunct faculty
3. adjunct participation in university or senate committees
4. AFAC input and participation in annual provost's teaching award for an outstanding adjunct faculty member
5. AFAC work in shared governance with faculty senate
6. adjunct participation in interdisciplinary studies activities
7. develop protocol, criteria for new AFAC awards for individual adjunct faculty

**2017-2018 AFAC members:**

CAHSS -- Margie Burns, Chair (English); Daniel Jenkins (Philosophy); Maggie Grieves Knisley (Sociology); Robert Bennett (English)

CNMS -- Bonnie Kegan (Mathematics); William Slowikowski (Mathematics)

COEIT -- Paul Comitz (IS); Jon Squire (CSEE)

**Best Practices: A preliminary checklist**

Below is a list of best practices for professional development and workplace conditions for adjunct faculty at UMBC.\* The list shows how academic departments at UMBC treat their adjunct faculty. All criteria are to be understood as recommended where applicable only. Some criteria might not apply to all individual departments.

Please note that this list is not to be considered finished. Departments meeting the criteria are named, on information received. However, the omission of a department does not necessarily mean that it does not meet the criteria. We will continue to update the list as information comes in.

**Pay, stipend, raises:**

* Regular pay increases/adjustments for adjunct faculty: **CSEE, IFSM (partial), SAHAP**
* Department advocacy for adjunct stipend improvement, raises: **INDS, PHIL, SAHAP**
* Funding for conference presentations: **Econ, INDS, SAHAP**

**Workload:**

* Ability, feasibility of choosing classes: **CSEE, INDS, PHIL, SAHAP**
* Input into class scheduling process: **ECON, English, Math, PHIL, SAHAP, IFSM**
* Department sensitivity to time expended on new course prep: **PHIL,** **SAHAP**
* Advance notice/planning re course scheduling: **English, Math, PHIL, SAHAP**
* Supplemental compensation for selected department service: **PHIL,** **SAHAP**

**Job longevity, security, promotion:**

* Opportunities to teach Summer/Winter: **ECON, English, INDS, Math, PHIL, SAHAP**
* Hiring into full-time positions: **American Studies, PHIL, SAHAP**
* Year-long planning: **English, Math, SAHAP**

**Scholarship/research:**

* Adjunct faculty can be principal investigators: **CSEE, SAHAP**
* Adjunct faculty can qualify for research grants: **CSEE, SAHAP, all departments in CAHSS**
* Opportunities for research: **CSEE, SAHAP**
* Professional development opportunities: **DANC, SAHAP**
* Ability to request own TA when applicable: **IFSM, SAHAP**

**Collegiality:**

* Mentoring, orientation for adjunct faculty: **PHIL,** **SAHAP**
* Included in department meetings: **DANC, English, SAHAP**
* Opportunities to serve on committees: **PHIL,** **SAHAP**
* Included in the social life of the department: **English, PHIL,** **SAHAP**
* Support by department office staff: **English, IFSM, PHIL, SAHAP**
* Minimize expectations for unpaid service: **English, PHIL, SAHAP**

**Facilities:**

* Have own office or sufficient privacy if sharing office: **English, PHIL, SAHAP**
* Access to computers, mobile devices, equipment as needed: **English, PHIL, SAHAP**
* Telephone access: **English, PHIL, SAHAP**

**Benefits:**

* Provides enough credit hours to qualify for health insurance if requested **SAHAP**
* Sick leave/maternity leave **ECON, SAHAP**

**INPUT?** If you know of items to consider or departments to mention, please comment below or get in touch with any member of AFAC.

We will continue updating this survey.

\*Consistent with II-1.07 in Consolidated USM and UMD Policies and Procedures**,** "POLICY ON THE EMPLOYMENT OF ADJUNCT FACULTY IN THE UNIVERSITY SYSTEM OF MARYLAND."

<https://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/II107.pdf>

See Section VI, "Professional Development and Working Conditions."