

Job Security proposals (11/30/16)

I. Revised Proposals

1) Experience and Teaching Assignments:

A. Establishing Teaching Experience at Temple:

1. Adjuncts shall be credited with one semester for
 - a. each full (15 week) academic term taught in one or more departments
 - b. Partial terms in one or more departments
 - c. Early Terms in one or more departments
 - d. If both (a) and (b) courses are taught simultaneously.
 - e. for semesters taught as full-time faculty since their initial hire at Temple
 - f. for semesters taught as an adjunct dating back to Fall 2010
2. A maximum of 3 semesters of experience can be earned in a year.
3. By the first day of classes of the Fall and Spring semesters, Temple shall provide departments and TAUP with lists of adjuncts and the number of semesters they have taught.
4. Adjuncts shall be in one of two pools:
 - a. Pool 1: 0-7 semesters teaching at Temple.
 - b. Pool 2: 8+ semesters teaching at Temple.

B. Chairs shall send an email to adjuncts who have taught satisfactorily for them before or whom they deem otherwise qualified that listing the sections available during that term by the following dates:

1. Four weeks before priority registration for the Fall and Spring
2. Two weeks before priority registration for Summer
3. A month before the start of an Early Term

C. Within ten (10) working days after the email is sent, adjuncts shall indicate which sections they are interested in, qualified, and available to teach, how many sections they want assigned to them, how many times they have taught a particular course and their qualifications to teach it.

D. See II. A., below for proposal on notification dates.

1) Experience and Teaching Assignments, contd.

- E. In assigning these sections to adjuncts, Chairs shall use the following criteria:
 - 1. Adjuncts in Pool 2 shall be hired first, provided the adjunct in question is qualified to teach the course in question.
 - 2. For adjuncts within the same pool, Chairs shall use the following criteria, in this order:
 - a. Number of times teaching the course at Temple
 - b. Certification (see below) in the case of two adjuncts with the *same* number of semesters
 - c. If this results in multiple equally suitable candidates, Chairs may then consider each individual's particular expertise with the subject matter in addition to experience teaching it at Temple or elsewhere, and may use their discretion in the course assignment.
- F. Using this process, adjuncts shall be given the number of courses they request according to the criteria in E., provided it does not exceed 8 credit hours.
- G. If an adjunct discovers that this procedure has not been followed, the adjunct may file a grievance. If upheld, the adjunct shall be paid for the section(s) that should have been assigned.

2) Certification

- A. Certification is accompanied by a promotion in rank/salary, provided the adjunct meets the Department and College's other qualifications necessary for promotion, such as a terminal degree for promotion to Assistant Professor. This does not prevent Temple from promoting adjuncts by other means. On promotions, see separate proposal, below.
- B. Certification is a necessary qualification for:
 - 1. full-time positions set aside for adjuncts (see I.5, below)
 - 2. multi-semester contracts.
 - 3. being hired to perform service (see III.2, below)
- C. An adjunct can choose to apply for Certification after completing six semesters of teaching at Temple provided at least four semesters have been taught in the department where the adjunct is applying.
- D. If the adjunct is applying for certification during a full Fall or Spring Semester, the adjunct must notify the Chair of the intention to seek certification by the end of the first week of classes.
- E. If the adjunct is applying in any other semester, the adjunct must notify the Chair of the intention to seek certification by the first day of classes.

2) Certification, contd.

- F. Dossier:
1. For adjuncts seeking certification during a full Fall or Spring semester, the adjunct must deliver a dossier to the Chair by the beginning of the 4th week of classes.
 2. For adjuncts seeking certification during any other semester, the adjunct must deliver a dossier to the Chair by the beginning of the 2nd week of classes.
 3. The dossier must contain:
 - a. SFFs for courses taught in the department.
 - b. A statement of teaching philosophy
 - c. Samples of syllabi and assignments.
 - d. Samples of student work with the instructor's comments.
 4. The dossier may contain:
 - a. Other teaching observations in addition to D., below.
 - b. Evidence of service to the department, college, or university.
 - c. Other relevant teaching materials.
- G. Class Observation: If the adjunct's primary role is teaching/instruction, then a Class Observation must occur:
1. For adjuncts applying during a full Fall or Spring semester, the Chair shall ensure that the class observation occurs by October 15th for a Fall evaluation or before Spring Break for a Spring evaluation.
 2. For adjuncts applying during any other semester, the Chair shall ensure that an evaluation takes place before the end of that term.
 3. The observer can be any faculty member except a non-certified adjunct.
 4. The criteria for the observation shall be developed by a group chosen from the Department or Program's Personnel Committee plus at least one adjunct, or, if no such committee exists, by a group of faculty chosen by the Chair, including at least one adjunct.
 5. The observation must be written up and conveyed to the Chair and the adjunct within five (5) working days of the class observed.
 6. The adjunct can write a response to the observation within five (5) working days of receiving it, and this response shall be included in the Certification file.
- H. The Chair shall consider the candidate's dossier and the required observation and make a decision about whether the adjunct should be certified.
1. The Chair shall inform the adjunct in writing of the decision about Certification before the Thanksgiving Break if the adjunct has applied during a full Fall semester and by April 1st if the adjunct has applied during a full Spring semester Spring.

2. For adjuncts applying in any other semester, The Chair shall inform the adjunct of the decision within three (3) weeks of the end of the term.

I. The Chair's decision shall not be grievable except on procedural grounds.

3) Promotion Standards, Procedures, and Raises

- A. The University will maintain uniform guidelines on procedures for schools and colleges to follow for promotion of adjunct faculty. Such guidelines shall provide process timelines and for timely notification of the individual as his/her application for promotion proceeds through the levels of review. Applications for promotion in rank shall be considered for certified adjuncts.
- B. The processes and criteria for promotion shall be discipline-specific and shall be determined by the Dean in consultation with Department Chairs, department committees and other appropriate collegial bodies. These processes will be consistent with University established guidelines. The adjunct faculty in the relevant departments and Colleges shall be provided a copy of the procedures once they have been approved by the Dean. Faculty shall be notified of any changes in the procedures.
- C. Any faculty member who is promoted in rank or grade level effective any July 1 shall receive a promotional increase effective on the July 1 following the promotion determination of eight percent (8%) of the promoted individual's salary as of the preceding June 30.
- D. In any year, the amount granted for promotions shall be reduced by the amount of the increase received as of July 1 due to the application of the salary minima.

4) Retrenchment

In cases, of retrenchment, adjuncts are to be dismissed in reverse order of experience (see 1), above). In the case of a tie in experience, certified adjuncts shall be retrenched before those who are.

5) Transition to Full-time Positions

- A. For AY 2017-18, Temple shall set aside and fund for the 2017-18 and 2018-19 academic years 50 full-time positions to be set aside for Certified Adjuncts.
- B. Departments shall survey their use of adjuncts retroactive for three (3) years, in addition to AY 2016-17, and shall identify the courses and responsibilities within a disciplinary specialization which have been performed by adjuncts. The department shall determine whether any group of such courses or responsibilities within a disciplinary specialization has constituted a full-time faculty position over the eight (8) semesters and, if so, shall forward a recommendation to the Dean of their college/school to create a regular position(s).

- C. The Deans shall forward their recommendations to the Provost.
- D. The Provost shall decide how to apportion the full-time positions among departments.
- E. Certified adjuncts shall be made aware of these positions and invited to apply.
- F. Hiring decisions shall be made by the Chair.
- G. If no Certified Adjunct applies for the post, it will be open to other adjuncts. If no qualified adjunct can be found, the position returns to the pool and can be given to another department by the Provost until all 50 positions have been filled. These positions should all be filled by 12/31/18.

6) **Professional Development Fund:**

- A. Temple shall prepare a list of programs and resources at Temple relating to professional development and arrange to have such list attached to adjuncts' appointment letters.
- B. Temple will provide a Professional Development Fund, in the amount of \$100,000.00 for each academic year of this contract for professional development activities specifically related to the pedagogic and related professional development needs of adjuncts in connection with and related to their professional activities at Temple. The Fund will be administered by the Vice Provost for Faculty Affairs. Only adjuncts within the bargaining unit shall be eligible to apply for money from this Fund. Applications by adjuncts for funding shall first be submitted to the Chair or Director for review and endorsement consideration, and shall then be submitted to the Dean for approval. Only applications that are approved by the Dean may be submitted to the Vice Provost for Faculty Affairs for consideration. At least \$50,000 must be disbursed, provided that this amount is applied for. Any funds not disbursed will be rolled over into the following year's fund.

II. **New proposals**

A. Notification of teaching assignments

- 1. Adjuncts in pool 2 will be notified whether or not they will be teaching in the Fall by 7/15 and in the Spring by 12/1. For all other terms, they must be notified at least 4 weeks before classes start.
- 2. Adjuncts in pool 1 will be notified whether or not they will be teaching in the Fall by 8/1 and in the Spring by 12/15. For all other terms, they must be notified at least 2 weeks before classes start.
- 3. Notification after these dates will result in a 5% premium added to their pay.

- B. **Compensation for cancelled/re-assigned courses:** Adjuncts who have a course cancelled or re-assigned one week or less prior to the start of classes or during Add-Drop will receive 5% of what they would have been paid for the course.

III. Unrevised in substance from 11/16**1) Full-time employment:**

Adjuncts shall be informed in a timely manner of any full-time positions in their department.

2) Workload:

Maximum credits per semester: Adjuncts may be assigned to teach up to 8 credits per semester or to conduct research up to 25 hours per week, including the extra time credited to them for administrative/service work. Above 8 credit hours or 25 hours per week, they shall be full-time faculty under the collective bargaining agreement and compensated accordingly.

Large classes: Adjuncts who teach larger classes shall be given the same assistance through the assignment of Teaching Assistants or Graders and/or increased compensation as other faculty in their department, school or college.

Administrative/service work: Within the 8 credit maximum, adjuncts may be assigned administrative or other service work at the discretion of the Dean or Chair or his/her designee. This work shall be compensated at the same credit-hour rate as mandated by the article on salary, with 10 hrs/wk of work=3 credit hours.

3) Office space:

Adjuncts must be provided space where they can meet with students privately. If an office is shared with more than three faculty members, the department must furnish a space where adjuncts can reserve time for one-on-one meetings with students.

4) Orientation:

At the beginning of each semester, an orientation shall be held by departments to familiarize adjuncts with relevant procedures and resources available to them. Adjuncts who have attended prior orientations are not required to come, but they must be informed in writing at the beginning of each semester of any changes within the school or department that affect them.

5) Desk copies:

Adjuncts shall be furnished with desk copies of assigned texts for the courses they are assigned.

6) Photocopying:

Adjuncts shall be given the same access to photocopying as full-time faculty in their department.