

Contingent Faculty at RIT (v8)

RIT Contingent/Adjunct (e.g. non-tenure track) faculty serve a significant role in the success of our students. Most often teaching the 1st and 2nd year courses and expert/specialty courses in our curriculum these members of our community are critical factors influencing student retention, success, and eventually alumni pride and giving. RIT is in a rapid growth period and we are expecting to continue to increase student numbers by 1000/year for the next 3 or more years. We have had little discussion at the faculty level about how we will staff the classrooms for all these additional students. For sure, a part of the solution will be to increase our reliance on contingent faculty. Already numbering just below 42% of teaching faculty at RIT this group has thus far been outside of the shared governance system. Their work at RIT is managed mostly at a department level. The purpose of this presentation is to suggest that the support and management of contingent faculty should be further centralized and that contingent faculty be given a voice and representation in our shared governance system. The following discussion points are meant to start that conversation ...

Contingent Faculty Discussion Points:

1. Contingent faculty status categories at RIT: Adjunct Faculty Exempt, EDF (Educational Development Faculty) Exempt, Staff Exempt, Faculty Exempt, Staff Non-Exempt.

[E1.0I Classification] Faculty: Persons whose prime RIT responsibility is teaching credit courses which apply to an RIT credential, or certain special courses under the auspices of one of the colleges, as well as those who hold one of the faculty ranks but are not currently teaching.

[E1.0IIA3b Status] Adjunct Faculty: persons employed on a quarterly basis on the condition of sufficient enrollment in a particular course or courses. The annualized load may not exceed 50% of the full-time load as defined by the dean of the college. (Monitoring the 50% of full-time constraint is the responsibility of

the employing department.) *Propose: that the RIT Personnel Office perform this monitoring.*

Proposed Definition: Contingent faculty defined as those who are teaching in the current academic year or who are on approved leave and who have taught at the University for:

- a. *at least six (6) hours per academic year for at least two (2) of the preceding four (4) academic years*
 - b. *at least three (3) hours per academic year for at least three (3) of the preceding four (4) academic years)*
2. *Proposed: Letter of Appointment/Employment as a standard and necessary practice that includes yearly/quarterly enumerated salary, benefits, and terms with copy to HR. (DONE – format, language, terms, link info for benefits to be standard practice with copy of letter staying with HR – in meeting with Kathy Martin)*

Proposed: RIT Lecturer Policy & Procedure definition being rewritten to be reviewed at AS by end of April, 2008

3. Benefits Summary

[<http://finweb.rit.edu/humanresources/benefits/docs/adjunctsummary.pdf>]

Includes tuition waiver and retirement, statutory, and other benefits. *Propose that this doc be updated to include HERC (partner program for spouses), etc. (Agreed upon)*

As a result of RIT augmenting its emergency preparedness system contingent faculty have recently been added to the Oracle database system (MyInfo) allowing as well access to online salary/benefit info.

4. *Propose that the ITS FAST model gives priority/support to contingent faculty for laptop (or desktop) computer loans (even if second round) set up with software used for courses taught managed out of an instructional support equipment cage for the loan and maintenance of such equipment.*
5. *Currently teaching contingent faculty all have access to voice mail and e-mail accounts; reasonable effort shall be made to provide office space and computer access for the use of adjunct faculty. Propose: Contingent faculty who are not currently teaching may retain e-mail and library privileges for two quarters between assignments.*
6. *Propose: Contingent faculty should have annual evaluations and peer review and that these evaluations become part of their employment record.*
7. *Propose: Contingent faculty who apply for vacant teaching positions for which they are qualified be given an interview for the position. How does contingent time at RIT convert to credit upon hiring as full time faculty?*
8. *Propose: An Academic Senate Seat for contingent faculty representative (and alternate).*
9. *Propose: A contingent faculty member who has completed at least six (9) quarters of service shall be eligible to apply for funds from the school, college, or University research fund and shall be eligible to apply for school, college or University travel funds, consistent with the criteria used to award such funds to full-time faculty.*
10. *Propose: That RIT sponsored academic conferences shall be open to participation by all contingent faculty members. (DONE – this is the current practice)*

11. *Propose: Consider promotion criteria. Instructors or Adjunct instructors shall be promoted to the rank of Assistant Professor or Adjunct Assistant Professor, as appropriate, at the beginning of the quarter following completion of all requirements for the doctorate or appropriate terminal degree. Although the promotion shall be processed by the Provost's office upon receipt of appropriate notification of completion, the faculty member shall submit to the University a certified transcript within three (3) months of the official award of the degree. Rank baseline which will need to be expanded:*

<u>Degree</u>	<u>Rank</u>
Bachelor	Lecturer
Master	Instructor
Doctor	Assistant Professor

12. *Propose: A sick leave policy. (DONE – practice is to pay for faculty who are sick, dept's find substitute if faculty member too sick to set this up themselves – as shared by HR Kathy Martin)*

13. *Propose: A contingent faculty member on the qualified list may be granted unpaid general leave up to one (1) year, provided she/he has been offered course(s) for the first quarter incorporated by the leave of absence. The period of leave shall not count as a period of service, but upon resumption of teaching the adjunct faculty member shall be credited with all service accrued prior to the leave of absence. Approval of a leave of absence shall follow the same procedures as provided for approval of general leave applications for full-time faculty.*

14. *Propose: Tie contingent faculty pay raises to a % equivalent to the % raise for tenure track faculty in a given year. (Pay raise announced by Provost McKenzie, amount not shared as yet)*

Did You Know? (~42% of RIT faculty are non-tenure track and for fall quarter 2007 this group provided 46% of credit hours earned)

RIT Faculty for AY2007	(62 New)	
Tenure Track		790
Tenured (77% saturation)	(614)	
Non-Tenured	(176)	
Non-Tenure Track		238
Edu Dev	(53)	
Research	(2)	
Other	(183)	
Adjunct		348
Total		1,376
<i>Retired AY2006</i>	<i>(-22)</i>	
RIT Faculty for AY2006	(80 New)	
Tenure Track		785
Tenured	(586)	
Non-Tenured	(199)	
Non-Tenure Track		193
Edu Dev	(53)	
Research	(3)	
Other	(137)	
Adjunct		321
Total		1,299
<i>Retired AY2005</i>	<i>(-25)</i>	

Below are credit hours generated data for the Fall 2007 quarter, broken down by faculty type, per your request.

Our analysis indicates that approximately 54% of the credit hours were generated by tenured/tenure track faculty, 20% by non-tenure track faculty (i.e., non-tenure track, educational development, and research faculty), 18% by adjunct faculty, and 9% by 'unknown' instructors. Unknown instructors are individuals who had no employee number in the course description, which prevented us from assigning them a faculty type.

In the chart, faculty are included if they taught a course in Fall 2007. Therefore the number of faculty refers to those who taught a course, not total faculty.

Credit Hours Generated by Faculty Type
Fall 2007

FALL 20071		Faculty	Credit Hours	
		#	#	%
Tenured/Tenure Track				
	Tenure Track	166	31,974	15.74
	Tenured	500	78,164	38.49
	TOTAL	666	110,138	54.23
Non-Tenure Track				
	Educational Development	3	178	0.09
	Non-Tenure	164	39,666	19.53
	Research	2	119	0.06
	TOTAL	169	39,963	19.68
Adjunct		331	35,708	17.58
Unknown				
	TBA	1	146	0.07
	Unknown	141	17,128	8.43
	TOTAL	142	17,274	8.51
	TOTAL	1308	203,083	100.00

Notes:

Number of faculty refers to the number of faculty who taught a course in Fall 2007.

Course data, instructor, and credit hours are taken from STARS.

Faculty information is taken from the Workload System in Oracle.

TBA are courses with an instructor of TBA.

Unknowns are instructors with no employee number in the course description.

Educational Development faculty are identified by their object code (70250) in Oracle.

Adjunct faculty are identified by their object code (70400) in Oracle.

