

Harris, Lisa

From: Pemberton, Cynthia
Sent: Friday, August 11, 2017 12:58 PM
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Cc: Butler, Joshua; Pemberton, Cynthia
Subject: Clarification and Update re: part-time faculty course load limits

Hi all. In response to questions to clarify part-time faculty load limits (from a variety of sources), I spent some time researching info., double-checking our policy and practice documents (Academic Affairs website, Handbook, past Council notes, etc.), and then, I visited with President Foster this morning to share with him what seemed to me to be a bit confusing and seek clarity and confirmation. The outcome of all that is as follows:

1. ADHs and dept faculty are to adhere to policy re: full-time faculty overloads. Exception requests to be brought forward to the VPAA.
2. For part-time faculty/lecturers - ADHs and dept faculty will ideally limit lecturers to two courses (8 credits)/semester, thereby falling within the more modest per-credit portion of the salary schedule. Know however, that CMU policy allows Lecturers to teach as much as 18 credits/academic year (meaning, policy allows you to have some room to maneuver).

As noted during the Council Retreat, ADHs are asked to prepare position requests with adherence to items 1 and 2 in mind. Many thanks all for your patience and persistence in helping us achieve a policy and practice compliant, consistent, shared understanding. For details about policy source material read on...

1. Full-time faculty overload policy info can be found in the [Handbook](#) under workload (p. VIII-3). See item C.1.b. for specifics.
2. The Faculty Overload policy approval document (revised in 2014) can be found at: <http://www.coloradomesa.edu/academic-affairs/documents/policies/FacultyOverload.pdf> additional guidance can be found on the webpage at: <http://www.coloradomesa.edu/academic-affairs/faculty/facultyoverloadinterpretiveguidance.pdf>
3. Part-time faculty [defined per our Handbook as Lecturers (also perhaps more commonly referred to as adjuncts)] load limitations are found in the [Handbook](#) on page III-4. See in particular the definition of Lecturer item E.5.
4. Part-time faculty are paid per credit on a salary schedule last revised in 2011 (this is the same schedule I was trying to update and upgrade last year – I do plan to attempt improvement in this area again this year). The salary schedule is the norm of practice document that has caused the lack of clarity between the actual policy (Section III, E.5.), which defines part-time faculty/Lecturers as temporary faculty “normally hired to teach 18 course credits hours or less in an academic year” (Section III, E.5., p. III-4).

This is because, as per the salary schedule, the pay rate changes (increases) beyond 8 credits in a given semester (this equates to 2 courses/semester given that some courses may be 4 credits instead of 3) Example: someone master's prepared will be paid at a rate of \$750.00/cr hour up to 8 credit hours in a semester. If she/he is scheduled to teach more than 8 cr in a semester the rate per credit hour increases to \$850.00 for a master's prepared lecturer. This is where the norm of practice preference derives from in terms of 2 courses/semester. To further confuse matters, the Academic Council notes (see below April and May summary note quotes) used the word "expectations" re: a 2 course per semester norm of practice.

Dr. Pemberton drew Council's attention to CMU's existing part-time faculty load policy, which limits these individuals to 2 courses – 6 credits/semester of teaching; and, that these positions were by definition not to be considered "full-time/long-term" jobs. She acknowledged that there were a number of instances where part-time "adjunct" faculty had full-time teaching loads. ADHs were reminded that President Foster has reiterated the need to work to shift out of this mode and move closer to policy adherence over time. Challenges associated with finding and hiring qualified part-time faculty were shared by Council members. These challenges were acknowledged as real and pressing. ADHs were instructed to consider policy adherence and teaching needs as well as enrollments as they prepare for next year's position request cycle.

President Foster has stated that part-time faculty hires should not be construed or considered as long-term full-time employment. The CMU Professional Employee Handbook labels this employment category as "Lecturer" (see Section III, E.5, p. III-4). Dr. Pemberton reminded Council of the April 5th meeting discussion re: CMU's existing part-time faculty load expectations, which limit these individuals to 2 courses – 6 credits/semester of teaching. ADHs were again reminded that President Foster has reiterated the need to work to shift out of a mode of repeatedly hiring part-time faculty to teach full loads. Challenges associated with finding and hiring qualified part-time faculty were again shared by Council members. These challenges were acknowledged as real and pressing. ADHs were instructed to consider policy adherence and teaching needs as well as enrollments as they prepare for next year's position request cycle. The discussion concluded by calling attention to the pending Professional Employee Handbook proposal re: part-time faculty qualifying for tuition benefits. Policy revision proposal to be considered during the May 2017 BOT meeting.

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