

To: UFC

From: Alex Tanford, Chair of Policy Review Committee

Date: March 6, 2020

Re: ACA-26, Support of associate instructors and adjunct faculty

A. The UFC Policy Review Committee has reviewed ACA-26 and finds:

1. This policy is based on a 1994 resolution of the Board of Trustees directing each campus and academic unit to provide oversight, support, evaluation and training for part-time faculty and student AIs. There is a continuing need for such support.
2. The policy language needs technical updating to reflect changes in the terminology of appointment categories.
3. No changes have been made in the substance of the Trustees' resolution. Section D has been added.

B. Review process.

This proposal has been developed in consultation with the university chief policy officer, circulated to campus academic affairs officers, UFC co-chairs and campus council presidents, and university counsel.

C. The Committee moves that the UFC amend ACA-26 to read as follows:.

ACA-26. SUPPORT OF ASSOCIATE INSTRUCTORS AND ADJUNCT FACULTY

Scope

All associate instructors and adjunct faculty

Policy Statement

A. Responsibility for oversight and support of associate instructors and adjunct faculty should be placed in an office on each campus. The office need not be the same for both categories of instructors. On those campuses with large numbers of associate instructors and/or adjunct faculty, these responsibilities may be placed on officers within individual units, who would report to the campus office. Each chancellor/ provost should, after consulting with appropriate faculty governance organizations, forward the name of the designated office to the vice president for academic affairs.

B. The office designated by a chancellor/provost to provide oversight and support for associate instructors shall, working with the appropriate faculty governance organization, insure that all associate instructors are properly trained, supervised and evaluated.

C. The office designated by a chancellor/provost to provide oversight for adjunct faculty shall, working with the appropriate faculty governance organization, oversee the process for appointment, evaluation and professional development of such faculty, including implementation of those standards and procedures established by university and campus faculty governance organizations.

D. Letters or other documents appointing adjunct faculty and associate instructors shall include the duration of the appointment, the pay, any benefits, and the responsibilities of the appointee.

Reasons for Policy

Adjunct faculty and associate instructors fill an important role in the university's educational mission and deserve the resources and support necessary to perform their jobs effectively. For that reason, the Board of Trustees passed a resolution in 1994 directing each campus and academic unit to provide oversight, support, evaluation and training for them. [Link] This policy endorses and implements the Trustees' directive.

Definition.

"Associate Instructor" is a student academic appointee with instructional responsibilities as defined in ACA-16.