

Adjunct Faculty Advisory Committee (AFAC) Selection Process and Parameters 2021

1. AFAC Charge

1.1. The AFAC's charge is to hear, report, and suggest resolutions for workplace issues impacting the lives of adjunct faculty members across the university, except for issues of academic policy and governance that fall under the purview of Faculty Council and its Committee on Contingent Faculty (CCF). When, in the judgment of the AFAC, issues reported to it fall under the purview of the CCF, they will be forwarded to Faculty Council through the chair of the CCF, who serves ex officio on the AFAC.

AFAC members should communicate their role to their college colleagues as creating an avenue to discuss and brainstorm ideas, communicate and share information across colleges, and provide advice and recommendations to the provost and Academic Affairs. AFAC members must be reasonably available to receive and hear concerns or suggestions throughout the academic year. They should also plan to be available for about 10 three-hour AFAC meetings throughout the year in addition to meeting preparation time and AFAC communications between meetings.

2. AFAC Membership

2.1. Adjunct faculty membership on the AFAC will include one individual from every college or school for the first 100 adjunct faculty in that unit and one additional member for every additional 100 adjunct faculty employed by that unit. In the event that a unit cannot fill one or more of its available seats, that seat shall be left open until the next academic year's election cycle. Determination of adjunct faculty headcount will be based on the most recently available Part-Time Faculty Report.

2.2. AFAC members are elected to two-year terms and are eligible to serve the length of the entire term provided they teach or are scheduled to teach (as of the first day of Autumn Quarter) at least one course during each academic year of the term. Elections for positions with expired terms will be conducted in the first half of fall quarter each year following the normal nomination and election process described below. If an elected AFAC member is not scheduled to teach a course in the second year of his or her term as of the first day of the Autumn Quarter, or if a AFAC member wishes to step down, that member's position will be open for election in the Autumn Quarter.

2.3. The chair of the Committee on Contingent Faculty and the Associate Provost for Academic Planning and Faculty will serve on the AFAC in an ex officio capacity.

2.4. Any adjunct faculty member who has taught for at least three years, and has taught 6 courses or 24 credit hours over the three-year period immediately preceding the academic year of the vote (or 3 courses or 9 credit hours in the last three years in the College of Law) and, as of the first day of Autumn Quarter, is teaching or is scheduled to teach in the academic year of the vote is eligible to become a candidate to serve as a college member on the AFAC.

3. Election Process

3.1. Each college office will administer the election process for AFAC members. The process will include an emailed invitation to self-nominate, a self-nomination form, review of nominations to ensure compliance with minimum teaching requirement, distribution of those eligible completed nomination forms with all eligible adjunct faculty voters, and a secure online vote.

3.2. College offices will follow this schedule:

Date	Process
1st week of classes	committee/process description and self-nomination forms emailed to all adjunct faculty eligible to vote
3rd week of classes	completed self-nomination forms due to college office
4th week of classes	office confirms self-nominated faculty meet the minimum teaching requirements eligible self-nominations forms are shared online with the eligible adjunct faculty voters. online vote opens and eligible voters are notified
5th week of classes	online vote closes
6th week of classes	dean's office notifies academic affairs and all faculty in the college of elected member(s)

3.3. All adjunct faculty teaching or scheduled to teach (as of the first day of Autumn Quarter) in the academic year of the vote are eligible to vote for AFAC members.

3.4. Adjunct faculty will be able to vote for the number of candidates equivalent to the number of AFAC members in that college/school.

4. AFAC Member Appeals

4.1. If a member of the AFAC believes that he or she was not assigned a particular course, has received a reduced course schedule, or has otherwise been retaliated against because of his or her service on the AFAC, he or she may submit a written request for review to the Associate Provost for Academic Programs and Faculty. The request for review will identify the challenged action, the basis for the AFAC member's belief that his or her AFAC membership or activities was the basis for the action, and the desired remedy.

The Associate Provost for Academic Planning and Faculty will send the written request for review to the applicable dean. The dean will provide the Associate Provost with a written response, with a copy to the AFAC member. To assist in the review, the Associate Provost may request additional information or speak directly with the AFAC member, the dean, or others. The Associate Provost will prepare a written decision on the AFAC member's request for review, which must include an explanation of the basis of the decision and, if necessary, any corrective action that will be taken. The Associate Provost will send the written decision to the AFAC member and the dean. The Associate Provost's decision is final.

The Associate Provost will make every effort to complete the review within thirty calendar days after receipt of the request for review from the AFAC member. If circumstances preclude completion within thirty days, the Associate Provost will so notify the AFAC member and the dean, and provide them with the date by which the review will be completed.

5. AFAC Compensation

5.1. The AFAC adjunct faculty representatives will be paid for their work on this committee.