

# **A Statement of Principles Regarding the Allocation of Faculty to Academic Departments**

## **DRAFT #3**

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### **Introduction**

The purpose of this document is to outline a set of principles that respond to the comments from faculty gathered by BLC in open meetings and by survey regarding a series of questions about faculty staffing. By having the principles which will be used for making decisions about faculty staffing available, the community will be better able to understand the reasons for administrative decisions.

It should be noted that the administration endeavors to use the mission statement of the college and the college's strategic plan as the basis for all decisions, not only faculty staffing. The overarching goal of the administration is to provide a high quality experience for all students with the resources available. Decisions about reductions and/or additions in faculty positions will take into account the contribution to general education, the quality of the major/program, student demand, and the contribution to the larger mission of the college.

### **Faculty Staffing and Academic Majors**

1. Every academic major will have at least one full-time tenure track faculty member with academic preparation in the appropriate discipline assigned to it. It should be noted that this one person "floor" does not mean that all majors should only be staffed by one full-time person. Many academic majors demand more than one person to adequately cover the discipline. The administration will work with each department to determine the minimum staffing level for each major and department.
2. When possible, academic majors should have no fewer than two faculty members with academic preparation in the appropriate discipline teaching courses in the major. Note, this does not mean that all majors must have two full-time faculty members. In some cases, majors may be offered with one full-time faculty member and one or more part-time faculty members.
3. Staffing priority will be given to departments and majors not meeting the above conditions.
4. If it is not possible for economic or other reasons to provide at least one full-time faculty member per major, the administration will likely seek to reduce the number of majors offered by the department.
5. The administration prefers to take advantage of natural attrition (resignations, retirements, etc.) to reduce the number of faculty, rather than eliminating programs and departments in times of contraction. At the same time, in some cases the overall interests of the college may be best served by doing so.
6. Full-time faculty members are limited to one (four credits) overload per semester.

### **Use of Full-time, Non-Tenure Track (adjunct) Faculty Members**

1. Full-time adjuncts will normally only be used in the following situations:
  - a. Enrollment in a particular area is not stable due to significantly increasing or decreasing student demand
  - b. When a new program is introduced and therefore long term enrollment is not yet known
  - c. When budget conditions at the college are uncertain
2. In times of retrenchment, it will normally be the case that full-time non-tenure track faculty positions will be eliminated in departments that have them before tenure-track and tenured faculty in the same department. For this reason, it is important for departments to anticipate potential reductions in full-time faculty and not build a department and majors in such a way as to depend on full-time non-tenure track faculty.
3. The administration will seek to extend one-year full-time non-tenure track positions to three-year positions once a longer term need is demonstrated. Six continuous years of a full-time non-tenure track position will demonstrate that the need for a tenure-track position has been established and the administration will seek to create a tenure-track line. Generally, a national search will be conducted to fill the new position.
4. No more than 20% of the full-time faculty should be full-time non-tenure track positions.

### **Use of Part-time (adjunct) Faculty Members**

1. Part-time faculty members will normally be used for temporarily replacing faculty members on leave, when specialized expertise is needed, when multiple sections of courses are needed, in temporary situations of late resignations, fluctuating enrollment, and where a sudden replacement of permanent faculty is needed.
2. Normally, part-time faculty will be paid using a published rate established by the academic dean of the college. Adjustments in the per-course rate may be made to account for discipline-based market demand, special training or expertise, travel distance, or other factors determined by the academic dean.
3. Part-time adjunct faculty may teach no more than two, four-credit courses in any term or semester.
4. In some cases, the academic dean may authorize the creation of part-time positions where teaching and other service to the college is bundled together to create a package. In these cases, a fair market wage will be agreed upon and a specific contract will be created describing the duties of the position.
5. Normally, no more than 25% of an academic department's courses on the Indianola campus will be taught by part-time faculty. An exception might be in a department where faculty members on leave are being temporarily replaced with part-time faculty.