

Governance Responsibilities for Promoted Adjuncts

Adjuncts are evaluated in a process that starts in their 8th quarter and is completed in the 9th quarter. At this Evaluation you can choose to be promoted to Associate Adjunct Professor. After three years at this rank, you will be evaluated again and will have the opportunity to be promoted to Senior adjunct Professor. Promotion comes with a substantial pay raise, but does come with some additional job responsibilities. The promotional ranks and duties are:

Associate Adjunct Professor: In addition to the responsibilities of all adjunct faculty members, Associate Adjunct Professors shall have the following responsibilities:

- a. Participation in department and division meetings, events and activities.
- b. Attendance during one (1) “President’s Day” or participation in an equivalent amount (approximately seven (7) hours) of College-wide governance activities per FTEF.

Senior Adjunct Professor. In addition to the responsibilities of all adjunct faculty members, Senior Adjunct Professors shall have the following responsibilities:

- c. Participation in department and division meetings, events and activities.
- d. A combination of attendance during up to two (2) “President’s Days” or participation in an equivalent amount (approximately fourteen (14) hours) of appropriate College-wide governance activities per FTEF.

So, what counts as “participation in department and Division meetings, events and activities”? First and foremost, it is critical that we understand that as an adjunct BC has NOT bought an adjunct’s time in a 7-hour block. Many adjuncts work other jobs, have other responsibilities and CAN NOT be expected to attend any *particular* meeting. In other words, if there is a program meeting on Thursday at 3:00pm – no adjunct is *required* to attend *that* meeting. However, at the end of the quarter or during evaluation the Program Chair should have some evidence that a promoted adjunct has participated in some way with the work of the program. Attending meetings would be an easy way to accomplish this – but adjuncts can participate through email, conversations etc. There is no minimum required hours for this expectation – just the expectation that a promoted adjunct is staying current on and helping the Program or Division’s goals, and activities.

What counts as Governance? The easiest way to fulfill this expectation is to attend one (Assoc. Adjunct) or two (Senior adjunct) of the President’s Days each quarter. Boom. Done. But attendance at these days is NOT required, and adjuncts can fulfill this expectation by doing other College-wide governance. What counts? The obvious option is serving on a committee– but basically any work that you take on that is NOT part of your regularly assigned duties could possibly count. Work on assessment, guided pathways, task forces, etc. so long as you are NOT paid for this work. Any work that you are paid separately for either hourly or through a stipend CAN NOT count towards your governance responsibility.

Does this mean you won’t be paid for extra work? Not necessarily. Let’s take for example work as a pluralism advocate on a screening committee. Generally, this work is paid through Human Resources, and this can still be the case, or you could count the first 7 hours of that towards this requirement and

ask to be paid for the remaining hours. BUT YOU NEED TO GET PRE-APPROVAL first. In fact, for any work that you do that might be paid, you should assume that it will NOT be paid UNLESS you get an agreement from the college that the work will be paid beforehand. You could agree to be compensated for all the hours on the screening committee and fulfill this requirement by attending the President's days or other governance work. **BUT GET APPROVAL FIRST**

This is going to require a cultural shift for all of us. A conversation about **IF** an activity will be paid on top of your salary **MUST** occur **BEFORE** you do the work.

Here are some phrases you might want to use:

- "I have already completed my required hours of governance for the quarter, so will I be paid for this extra work?"
- "I have other plans for completing my required hours of governance for the quarter, so I would need to be paid in order for me to take on this extra work"
- "I'd really love to serve on this committee, unfortunately my governance expectation for this quarter is being met in other ways, are there funds to compensate me for the work I do on this committee?"

How do I document this governance work? At the moment the only place where this work needs to be documented is on your Part-time Performance Review when you are next evaluated. You will need to list the ways that you have met the governance requirement on your Self-Evaluation form. You will be evaluated by the Dean to determine if you have met this expectation or not at that time. **KEEP A LIST OF ALL YOUR GOVERNANCE HOURS** that are not paid separately, so you have this information when it is time to fill out the form.

What if I don't work a full load? Then your expectation is lower. The 7 hour (Assoc. Adjunct) and 14 hour (Senior Adjunct) expectation is based on teaching 1.0 FTEF. If you are only teaching 1 class, then your expectation would be 7 hours/3 or 2 hours and 20 mins per quarter, or in the case of a Senior Adjunct 4 hours and 40 mins per quarter. If you are teaching 4 courses – your expectation would be still be 7 or 14 hours per quarter depending on your rank.

Please don't get too granular about this requirement. You can fulfill your requirements throughout the year – so long as you are meeting the expectation each year – it's ok if you do most of your work in one quarter, and very little the next quarter, so long as you meet the expectation annually.

Most Importantly – DON'T PANIC about this – this expectation is most easily filled by just attending President's days. A LOT of the work that is already being done by adjuncts will count towards this expectation.

What counts as a President's Day? - The term President's Day is a term we use to mean all the College Wide Days – these are the 2 Opening Days, the 2 College Issues Days, the Equity Day and Professional Development Day.

Do I have to be Promoted? Nope. You do not have to be promoted, and if you are unwilling or unable to perform the duties of the promoted rank you should not choose to be promoted. You will only be held to the expectations of your rank, and you will stay at your current rate of pay. If you are promoted but fail to meet the expectations of your rank it could result in you not being offered sections in the future.