

Adjunct Faculty Advisory Committee

- PURPOSE:**
- Improve the University's understanding of the needs and nature of its adjunct faculty body.
 - More effectively integrate adjunct faculty into the academic life of the University.
 - Advise the Provost on policies and procedures that would increase the effectiveness of adjuncts and promote loyalty to the University.
- MEMBERSHIP:**
- Officers
 - Co-chaired by the Faculty Development Training Specialist and a faculty member elected by the committee at the last meeting of the academic year who will take office at the first meeting of the subsequent year. The Chairperson(s) shall be the presiding officer(s) and shall:
 - administer all business of the committee
 - meet with the Provost at the beginning of the Fall semester to receive the annual charges of the committee, at the beginning of the Spring semester to provide a progress report, and as needed to discuss committee issues and transmit information on charges as they are achieved
 - submit an annual report, using the template provided by the Office of the Provost, summarizing the committee achievements and recommendations to the Provost at least two weeks before the end of the spring semester.
 - Secretary elected by the committee membership from the faculty representatives. The Secretary shall record and transmit minutes of all committee meetings and assist the Chairperson with correspondence of the committee as requested.
 - Ex-officio members
 1. Faculty Development Training Specialist
 - Faculty representatives
 2. 1 adjunct representative from each college teaching on-campus (or faculty with adjunct experience if no adjunct is available)
 3. 1 adjunct representative from each college teaching online (or faculty with adjunct experience if no adjunct is available)
 4. A member of the Faculty Senate
 5. Grad council representative
 6. Library representative
- HOW APPOINTED:** Adjunct faculty are appointed by the Provost upon receiving recommendations from deans and Faculty Senate.
- ROTATION:** Faculty will serve a three-year term.
- WHEN APPOINTED:** Members will be appointed in the spring semester and take their seats at the first meeting of the subsequent fall semester.

MEETING
FREQUENCY:

The committee shall meet as necessary to conduct the business of the committee, meeting at least monthly during each academic semester.

PARLIAMENTARY
PROCEDURE

Quorum shall be met when a simple majority, that is 50% of the committee plus one, is present. No business can be conducted without a quorum present.