

PART-TIME COUNCIL, PART-TIME LIAISONS, AND THE PART-TIME LIAISON REPRESENTATIVE

The *Part-Time Council*, made up of the Part-Time Liaisons, was developed to better facilitate communication between part-time faculty, elected part-time faculty representatives, and departmental/institutional administration. The role of the Part-Time Liaison (PTL) is to be a conduit for information as it relates to opportunities, concerns, and best practices.

PART-TIME LIAISON

Each department elects a PTL for a two-year (four semester) term. The PTL will attend 2 departmental meetings per semester (1 as PTL and 1 as required by the terms and conditions of the teaching contract), 1 meeting with the Dean of Faculty and Provost per semester, and any *All Part-Time Faculty* meetings. PTLs are not part of departmental governance (voting/decision making) beyond what is outlined for all part-time faculty in the *Faculty Handbook* and *Faculty Handbook - Supplement*. See the last page of this document for more details on the election process.

PART-TIME LIAISON REPRESENTATIVE

The Part-Time Liaison Representative will be elected by the part-time faculty during the spring semester election cycle and serve a 2-year term. The Part-Time Liaison Representative serves in an active role in part-time faculty governance and functions as Chair of the Part-Time Council. As Chair, the PT Liaison Rep will set the Part-Time Council meeting agenda, facilitate the meeting, and report back to Part-Time Representatives and the Faculty Business Senate. This position is also invited (but not required) to be a non-voting guest at Faculty Business Senate meetings on Thursdays from 4:15-6:00pm.

PART-TIME LIAISON ELIGIBILITY

In order to serve as an elected PTL, the part-time faculty member should have taught at SAIC for 3 years or more and be teaching in the fall and spring semesters when elected and while serving.

The Part-Time Liaison Representative will be elected from the lecturer or adjunct ranked faculty and will have taught at SAIC for four consecutive years.

When, due to unusual or extenuating circumstances, there is difficulty finding an eligible faculty member to serve as a part-time liaison within a department, the eligibility of an individual willing to serve may be waived on a case-by-case basis with approval from the Dean of Faculty in consult with the Part-Time Liaison Representative.

RESPONSIBILITIES OF PART-TIME LIAISONS

Contact Part-Time Faculty in the Department:

At the beginning of each semester, the PTL should request from their departmental administrative staff an up-to-date list of part-time faculty in their department. The PTLs should share these lists with the part-time reps as well as email all part-time faculty in their department at the beginning of the fall and spring semesters to introduce themselves and identify their role.

Participate in the following meetings:

- **Orientation Meeting** (1 meeting in the fall semester)
A meeting with the elected Part-Time Representatives to discuss the role of the Part-Time Council.
- **Departmental Faculty Meetings** (2 per semester, 1 as PTL and 1 as required by the terms and conditions of the teaching contract))
PTLs should request agenda items from other part-time faculty in their department to share with the Department Chair in advance of these meetings. Following the departmental faculty meetings, a summary should be shared with those part-time faculty unable to attend.
- **Provost, Dean of Faculty, Part-Time Representatives, and Part-Time Council** (1 per semester)
The PTLs attend this meeting to discuss institution-wide part-time issues and opportunities with the administration.
- **The All Part-Time Faculty Meetings** (1 or 2 per semester)
The PTLs should bring updates from each department to these meetings. Their attendance ensures that the *All Part-Time Faculty* meetings are representative of the school.

Note: Alternates may not stand in for an elected PTL in a meeting to ensure continuity. The part-time reps and the Dean's Office will do their best to provide meeting information with ample notice to facilitate scheduling.

Reporting:

The PTLs are not expected to solve individual issues. Rather, they are communication facilitators. PTLs should use the reporting protocol indicated below:

- **Contact the Department Chair**
The Department Chair should be contacted first about any departmentally specific issues, concerns, or ideas. Have a thorough conversation with your chair.
- **Contact the Part-Time Faculty Representatives**
The part-time reps should be contacted about any concerns that extend beyond the department. More general, institutional issues around part-time faculty labor or benefits are best addressed in the Part-Time Concerns Committee meetings. The part-time reps can also connect the faculty member to the appropriate resources, such as the Faculty Liaison, Chair of Faculty, Human Resources, etc.
- **Contact the Faculty Liaison or Chair of Faculty**
All faculty are welcome to reach out to their Chair of Faculty or Faculty Liaison for any reason.
- **Provost and Dean of Faculty**
If an issue is widespread or persistent, it should be brought to the Part-Time Council to be communicated with the Provost and/or the Dean of Faculty.

The Part-Time Reps will keep a record of all conversations and suggestions made by the PTLs in an ongoing action items list that will be shared with the Part-Time Concerns Committee and the Dean of Faculty.

PART-TIME LIAISON COMPENSATION

Each PTL will be compensated for approximately 15 hours per semester (\$750 per semester/\$1500 per academic year). Following the elections, please notify the Part-Time Representative and the Associate Director of Faculty Affairs of the election results so that they can coordinate payment for each PTL at the end of each semester that they serve in this role.

PART-TIME LIAISON ELECTION PROCESS

If an election is necessary in a given department, the administrative staff in the department will receive a list of part-time faculty who are eligible to serve as the PTL from the Office of Faculty Employment Resources in March. Upon receipt of that list, the Administrative Director will reach out to all eligible faculty (with help from the Department Chair, Chair of Faculty, or a Part-Time Rep if necessary) to find out who would be interested in running in the upcoming election. The election slate will consist of all of those willing to serve. If only one candidate is willing to serve, holding an election is not necessary. The administrative director in each department will facilitate the election using their preferred tools (options include, but are not limited to Google Form, Xoyondo.com). The ballot should be distributed to all part-time faculty in the department that are teaching any time during that academic year. The voting period should be open for approximately two weeks. The candidate with the most votes wins the election. If there is a tie, a coin toss is appropriate to determine the outcome of the election.

If a PTL can only serve for one year of the two-year term, an election will be held for the additional one-year term.

Elections should be held in the middle of the spring semester (March or April) prior to the first academic year in which the PTL will serve.

Sample Election Ballot

Dear Part-Time Faculty,

Below is the ballot for the Part-Time Faculty Liaison (PTL) for the Department of [XXXX].

The Part-Time Faculty Liaison will be elected for a term of two years:

Part-Time Faculty Liaison (Please Select One)

[Name, Rank]

[Name, Rank]

[Name, Rank]

These positions will facilitate better communication between part-time faculty and the administration and serve as conduits for gathering part-time faculty questions.

It is important that all part-time faculty members in the department participate in the voting process. Ballots will close on [INCLUDE DATE TWO WEEKS AFTER THE BALLOT OPENS].

Please cast your votes by [INCLUDE DATE TWO WEEKS AFTER THE BALLOT OPENS].