To The Office of the Provost:

On behalf of the full faculty at Adelphi University, the AAUP, Adelphi University Chapter, submits the following guiding principles for working with Adjunct faculty. We ask that these principles be distributed to all unit leaders.

1. **Communication With Adjunct Faculty.**

Important, relevant information needs to be communicated to the Adjuncts directly from the Office of the Provost. This can take the burden off the shoulders of unit leadership and ensure all information is clear and understood. This information can be disseminated in the form of a weekly email and/or a webpage on the university's intranet that is updated weekly. Information that should be included:

- Weekly enrollment numbers (currently sent only to course planners).
- Information related to any changes in policies e.g. No-Bumping Policy, hiring freeze
- Services made available to Adjunct Faculty: EAP, Paid sick leave, assistance completing unemployment paperwork

2. **Work Assignment Policy.**

All available work assignments should be made with Adjunct Faculty in mind. The following is a list by which unit leadership should assign work to its Adjunct Faculty.

It is requested that the Office of the Provost communicate the following guidelines to all unit leaders so that as many Adjuncts as possible are offered work in the Fall and Spring Semesters. These guidelines address Adjunct Faculty and Adjunct Library Faculty.

After Full Time Faculty reach their workload obligation each semester, remaining available work, be it courses or job roles, must then be offered to Adjuncts currently on the rolls in the following order:

2.1. Senior Adjunct Faculty with history teaching the course / Senior Adjunct Library Faculty with history serving in the role.

2.2. Adjunct Faculty with history teaching the course / Adjunct Library Faculty with history serving in the role. (Seniority is included in the process for making course assignments.)

2.3. Senior Adjunct Faculty without history teaching the course / Senior Adjunct Library Faculty serving in the role, but with subject matter expertise making them appropriate for the work assignment.

2.4.   Adjunct Faculty without history teaching the course / Adjunct Library Faculty without history in this role, but with subject matter expertise making them appropriate for the work assignment. (Seniority is included in the process for making course assignments.)

After Senior Adjunct Faculty, Senior Adjunct Library Faculty, Adjunct Faculty and Adjunct Library Faculty within the unit have been offered all available work assignments, any remaining assignments can be offered to:

2.5.   Full Time Faculty seeking overload
2.6.   Full Time university administrators who also serve as Adjunct Faculty or Adjunct Library Faculty with history in this work assignment unless teaching is a part of the agreement with unit leadership.

3.   Adjunct Faculty Hiring Freeze.

The Office of the Provost should commit and communicate a temporary policy to suspend any new hirings, be it new employees or currently employed full time administrators until such time all currently employed Adjuncts received the maximum offers, as outlined in the Part-Time Faculty Handbook, to teach or work within the unit.

4.   Fall Preparedness Survey.

To reduce confusion and remove any concerns related to the motives of this survey, the Office of the Provost should confirm there is only one design for this survey and distribute it across campus to all Faculty including all Adjuncts. We do not want this survey to be used against anyone. The desired response rate for this survey should be 60% and the Office of the Provost should assist in promoting and reaching this goal.

5.   Course Design Fees

For the service of designing new courses, we ask the Office of the Provost to offer compensation to all applicable Faculty members. According to the CBA, Article XXIII, section 7.b, a reference is made to compensation to Faculty members who create and/or teach internet courses.