

UNIVERSITY OF WASHINGTON TACOMA
Faculty Assembly Faculty Affairs Lecturer Affairs (LA) Minutes (draft)
Wednesday, January 30, 2013
12:30-1:30 p.m.
CP 331

Attendance: Elizabeth 'Libi' Sundermann, Donald Chinn, Tarna Derby-McCurtain, Tom Diehm, Roseann Martinez, Linda Ishem
Excused: Chris Demaske
At large: Joanne Clarke-Dillman, Kenneth Meerdink

1. Minutes from 1.16.13 were approved.
2. Libi and Donald, and Roseann gave a brief report of the Faculty Assembly meeting and Lecturer Affairs roundtable on Jan. 25, 2013.
 - a. Lecturer issues were discussed openly, and a positive response was noted in general. Chancellor Friedman and Vice Chancellor Harrington were in attendance. Jenny Quinn, associate director of IAS, visited the Lecturer Affairs round table and made supportive statements including providing information on how lecturers are evaluated for reappointment.
 - b. Reports from Faculty Assembly and the Chancellor, that include statistics on faculty mix, are available for review.
3. Ellen Moore, FT lecturer in IAS and Faculty Council member joined the committee to discuss lecturer evaluation issues.
 - a. Lecturer Affairs, with the support of Faculty Affairs and Ellen Moore, will make a set of proposals to send to UWT administration regarding lecturer evaluations.
 - i. Ellen offered to write the draft report for review by Lecturer Affairs and Faculty Affairs.
 - ii. Items suggested:
 1. Transparency in evaluation procedure
 2. Transparency in time frame for evaluations
 3. Inclusion of lecturers' service as part of evaluation
 4. Discussion of effectiveness of student evaluations in evaluating lecturer teaching effectiveness
 5. More emphasis on departmental/peer evaluations
 6. Discussion of how PT lecturers are evaluated and best practices
4. Libi reported on the UWAAUP meeting she attended Jan. 29 in Seattle.
 - a. Through the efforts of Katie Baird and UWT Faculty Council, UWT Lecturer Affairs, and concerned faculty at both Bothell and Seattle, renewed UW-system wide attention to lecturer affairs was discussed at UW AAUP chapter meeting Jan. 29 in a special segment.
 - b. The UW AAUP membership, including senior faculty at both Bothell and Seattle, agreed to push lecturer affairs issues forward at the UW Faculty Senate meeting Jan. 31, 2013 and with Provost Cauce. This includes issues with diversity (women in particular) noted by a report highlighted by the **REPORT ON THE FCWA SURVEY OF NON-LADDER UW FACULTY** by The UW Faculty Council on Women in Academe, Autumn 2011

5. Roseann presented a report on her visit to TCC to see their facilities for PT lecturers. She agreed to quickly produce a report proposing a similar space at UWT, perhaps in Key 202, the former space of the Teaching and Learning Center.

Attachments: Hand-outs included notes from Libi on lecturer evaluations and a new document from IAS and Roseann's report on the TCC lecturer space (see below).

Lecturer Affairs.1.29.2013 Notes on lecturer evaluations from IAS info:

IAS lecturers requested that [Libi] look into how they were going to be evaluated this year as the University works to firm up their contracts. Lecturers (and other TT and T faculty) asked that the process be made more transparent and that service also be included in lecturer evaluations.

In two somewhat informal discussions with IAS associate director Jenny Quinn, I received the following info:

1. Lecturers have already been "evaluated" by the IAS department ending in a vote for reappointment, and notification of merit or extra merit
2. Lecturers received a letter stating this reappointment vote of confidence but the news that contracts could not be confirmed until budget issues had been cleared up.
3. Jenny reported to be the Assistant Chancellor JW Harrington had requested the following information from IAS:

"(a) The average of the median student responses to Items 1-4 of the standardized assessment of courses, for all courses that the colleague taught from Autumn 2011-Summer 2012 (or Winter through Autumn 2012, if you have Autumn 2012 results). How does this compare to the average for all courses taught in [your unit] over that time period, comparing lower-division, upper-division, and graduate courses separately?"

"(b) Summaries (or full copies) of collegial or peer evaluations of the colleagues' teaching, especially those used by the faculty in reviewing the colleague for reappointment.

If the tabular info and/or peer evaluations suggest that one of these colleagues is less effective than the unit average, we need to discuss why you and the faculty want to re-hire him/her."

Jenny also forwarded me "the request to hire/rehire form that IAS has developed this year." She noted that IAS planned to start using this form from this year forward. (See next page).



INTERDISCIPLINARY ARTS & SCIENCES

UNIVERSITY of WASHINGTON | TACOMA

REQUEST FOR ONE-YEAR FULL-TIME OR PART-TIME FACULTY APPOINTMENT

Name of individual for whom appointment is being requested:

Name(s) of individual(s) requesting appointment (attach separate page if necessary):

Type of appointment being requested:

___ FULL-TIME LECTURER

___ PART-TIME LECTURER

___ ADJUNCT (SPECIFY RANK): _____

___ AFFILIATE (SPECIFY RANK): _____

___ OTHER (SPECIFY): _____

Is the proposed appointment a new appointment or renewal of an existing appointment?

___ NEW

___ RENEWAL

Duration of proposed appointment (if less than one year, specify quarters):

___ YEAR-LONG

___ LESS THAN YEAR-LONG (SPECIFY QUARTERS): _____

On a separate page, please submit a justification for the request including, as appropriate, courses to be taught, institutional services to be performed, and scholarly expectations (if any).

NOTE: Full-time appointments at the rank of Lecturer involve by definition a service expectation equivalent to the effort associated with teaching one course and no expectation of scholarly productivity.

Please submit this form, the candidate's CV, justification, and any related materials to the Assistant Director(s) most closely associated with the area(s) in which the candidate's proposed responsibilities lie.

January 29, 2013

To: Lecture Affairs Committee

From: Roseann Martinez

Re: Tacoma Community College Adjunct Faculty Center

Background: The center was developed as a result of a flood about 7 years ago. Several faculty lost their offices and had to be move, therefore the campus moved all the adjunct faculty to one space.

The space and program, if you will, is endorsed, support and was an initiative of the President's office.

Management and support: The center is supported by one Full-time administrator (Linda), called a Secretary lead. She has 4 part time employees, 2 are work study. Linda is passionate about the space and it is evidenced by the warm feeling one gets walking in. Linda's commitment is to make education a positive experience for students. The center supports 214 people, although only about 2/3rds actually use it.

Provided support:

- Voice mail

- Cubicle office space with computers and fully supplied, the support staff keep the areas sanitized, they have calendars and pictures up....all are pretty much the same

- Proctored testing

- Mail boxes...students can drop off papers and pick up papers, the staff date stamp and log everything that goes in and out. All mail is delivered to faculty here

- Individual shelves/file drawers

- Printing, do it yourself or the staff will help with collating as well as printing

- 24/7 access, yet it is staffed 7-5:30 daily

- Lap top check out

- Office supplies

- Assistance with keys and campus communication, follow up to new faculty orientation, facilities,

I.T.

Faculty voice: I spoke with a couple faculty, they love the center, the cross discipline conversation, helping each other with student issues, technology issues (canvas). Deans often walk through to check in. There is a spot out in the hall where students can hang out. They said it makes them feel part of the school

The space: The physical space is great, there are about 8 crosses (4 cubbies each). In the center there is a round of couches. In one corner of the space there is a mini-food area, micro, coffee, refriger. Along the walls on the outside are more stations and those can also be for students taking tests. One end has cupboards with a ton of supplies. Linda was very resourceful in the beginning and got most the furniture through surplus.

Budgeting: Support for staffing from the President's office (discretionary funds). The supply bills informally get sent to the various departments that rotate paying them. Linda said it is not formal but it is fair.

It is an amazing place and clearly it has the support of the campus, President and has a staff person who is passionate. Made me want to work there.