Appalachian State University
Faculty Senate Agenda
December 9, 2013

AGENDA SUMMARY:
(Full Agenda follows on next page)

I. Welcome and Announcements
   INFORMATION

II. Approval of the November
    Faculty Senate Minutes.
    ACTION

III. Visitors’ Reports
    A. Paulette Marty and Michael Krenn
       General Education
    B. Paul Gates
       Faculty Workload Task Force

IV. Provost’s Report
    INFORMATION

V. Chair’s Report
    INFORMATION

VI. Committee Reports
    ACTION

VII. Unfinished Business
     INFORMATION

VIII. New Business

IX. Adjourn (time approximated)
Appalachian State University
Faculty Senate Agenda
December 9, 2013, 3:15 pm
William Strickland Conference Room - 224 I.G. Greer
NOTE: All Faculty Senate meetings are recorded.

(3:15 pm)  I.  Announcements

A.  Welcome and Introduction of Visitors.

(3:20 pm)  II.  Minutes

Approval of the Minutes from November 11, 2013

http://facsen.appstate.edu/sites/facsen.appstate.edu/files/FacultySen-
Minutes-Nov11.pdf  Action

(3:25 pm)  III.  Visitors’ Reports

A. Paulette Marty and Michael Krenn
   General Education  Information

B. Paul Gates
   Faculty Workload Task Force  Information

(3:50 pm)  IV.  Provost’s Report

(4:05 pm)  V.  Chair’s Report

Report from Suzanne Ortega on workload under Affordable Care Act
(See Appendix A)  Information

ACA Credit Hour Table from GA
(See Appendix B)  Information

Estimate of Cost for ACA Compliance at ASU
(See Appendix C)  Information

Table on State Appropriations per Student FTE
(See Appendix D)  Information
Table on Average Student Credit Hour Production Information
(See Appendix E)

(4:25 pm) VI. Committee Reports (Committee Chair’s name is in bold print)

A. Academic Policies (Campbell, Crepeau, Nash, Reed, Stanovsky)

   Richard Crepeau, Report from Sustainability Council Information

B. Agenda Committee (Koch, Aycock, Gates, Martin, Provost Gonzalez)

C. Budget Committee (Geary, Hageman, McGrady, Murrell, Rice, Stallworth, Strazicich, Szeto)

D. Campus Planning Committee (Crawford, Daigle, Everhart, Fenwick, Frye, Stokes)

E. Committee on Committees (Gates, Hester, Morehouse, Oliver, Puckett, Villanova)

F. Executive Committee

   Resolution Supporting K-12 Pay Increase for MA Degrees Action
   (Appendix F)

G. Faculty Handbook Committee (Koch, Aycock, Vannoy, Provost Gonzalez)

   Change to 3.8.5.4.1.1 (Assistant Professors: Credit toward tenure and promotion for service elsewhere) Action
   (See Appendix G)

   Change to 3.8.6.3 (Associate Professors: Rank and credit at initial appointment) Action
   (See Appendix H)
Addition of 7.2.10  
(Faculty Assembly Committee)  
(See Appendix I)  

Discussion on Early Promotion and  
Early Tenure  

H. Faculty Welfare and Morale Committee  
(Alexander-Eitzman, Cremaldi, Erickson, Howard, Toub, Stoddard, Reck)  

I. Welfare of Students Committee (Gosky, Lane, Ortiz, Peterson-Sparks, Smith, Zrull)  

Report on library hours and proposed student fee increase  

(5:10) VII. Unfinished Business  

(5:15) VIII. New Business  

(5:20) IX. Adjournment
Appendix A (page 1 of 2)

The University of North Carolina
GENERAL ADMINISTRATION
POST OFFICE BOX 2688, CHAPEL HILL, NC 27515-2688
Division of Academic Affairs
Telephone: (919) 962-1000 • Fax: (919) 962-0120

June 24, 2013

TO: Chief Academic Officers

FROM: Suzanne T. Ortega
Senior Vice President for Academic Affairs

William A. Fleming
Vice President for Human Resources

Re: Calculating Adjunct Work Hours-UNC System Decision

As previously communicated, the Patient Protection and Affordable Care Act (ACA) imposes a penalty of $2,000 per full time employee per year on covered employers who fail to offer statutorily-defined affordable health coverage to full time employees. Any employee who works on average at least thirty (30) hours per week is considered “full time” for purposes of the ACA. For typical hourly workers, this standard presents few issues requiring guidance. IRS regulations provide guidance for determining full time status for most hourly, salaried, temporary and seasonal workers. Those regulations do not address adjunct faculty or provide a safe harbor provision to help determine the hours worked by adjunct faculty. Instead, the IRS has encouraged employers to devise reasonable methods for determining hours of work that are in keeping with the purposes of the ACA.

In our May 8 memorandum, we proposed that campuses generally determine adjunct work hours by crediting three (3) hours of work per week during the semester for each credit hour assigned to the class by the campus. We received comments in support of this proposal, along with suggestions for exceptions and improvements to the standard.

This memorandum sets forth the reasonable standard that will be applied by the University of North Carolina. Accordingly, please apply the following parameters in determining hours of work for adjunct faculty.

1. **In general:** Adjunct faculty should ordinarily be credited with three (3) hours of work per week for each credit hour assigned to a semester-long course.

   For example, an adjunct faculty member teaching one (1), three-hour class would be calculated as working nine (9) hours in that week. Adjuncts who teach nine (9) credit hours would be calculated as working twenty-seven (27)
Appendix A (page 2 of 2)

hours in a given week. Thus a faculty member teaching ten (10) credit hours would be deemed as working thirty (30) hours a week and be eligible for health insurance under ACA rules.

The attached table shows how these work hours will translate to FTE so that you can work with your Chief Human Resource Officers to ensure that adjuncts are coded correctly in your campus’ HR/Payroll systems.

It is important to note that a direct comparison between an adjunct and a permanent employee (lecturer, assistant professor, etc.) is not valid within this context. Typically, permanent employees are given a broader set of duties (committees, task forces, advising, etc.) in the department.

2. **Special Circumstances**: The general rule for academic courses will not necessarily make sense for every type of course offering. Accordingly, Chief Academic Officers may make limited exceptions to the general rule, where the exception results in the adjunct being considered a full time employee and thus eligible for health insurance coverage. Such exceptions should be based on a written evaluation of the relevant facts. Please document the exception and maintain it in the appropriate office on your campus.

In some cases, an evaluation of the relevant facts may support the conclusion that the adjunct should be credited with fewer than three (3) hours of work for each credit hour assigned to the course. Those determinations may be made with the concurrence of UNC-GA, after full consultation and review of the documented facts.

At this point, we do not know what reporting requirements there may be for you to send exceptions to UNC-GA. We will address reporting requirements, if any, in future communications.

Please be reminded that these methods for determining hours worked for adjunct faculty do not limit your ability to hire adjuncts and determine how many classes you need them to teach.

Further details of health care reform, including any legislative decisions regarding the state health plan, will be provided through normal channels when available.

Thank you.

cc: Chief HR Officers
## Appendix B

<table>
<thead>
<tr>
<th>Credit Hrs Taught</th>
<th>Hrs/Wk Effort EQUIV</th>
<th>Corresponding FTE</th>
<th>% of FT</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>0.075</td>
<td>7.5%</td>
<td>Not</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>0.150</td>
<td>15%</td>
<td>ACA</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>0.225</td>
<td>22.5%</td>
<td>healthcare</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>0.300</td>
<td>30%</td>
<td>eligible</td>
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<td>5</td>
<td>15</td>
<td>0.375</td>
<td>37.5%</td>
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<td>6</td>
<td>18</td>
<td>0.450</td>
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<td>7</td>
<td>21</td>
<td>0.525</td>
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<td>8</td>
<td>24</td>
<td>0.600</td>
<td>60%</td>
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<td>9</td>
<td>27</td>
<td>0.675</td>
<td>67.5%</td>
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<td>30</td>
<td>0.750</td>
<td>75%</td>
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<td>12</td>
<td>36</td>
<td>0.900</td>
<td>90%</td>
<td>eligible</td>
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<td>13</td>
<td>39</td>
<td>0.975</td>
<td>97.5%</td>
<td></td>
</tr>
<tr>
<td>&gt;13</td>
<td>40</td>
<td>1.000</td>
<td>100%</td>
<td></td>
</tr>
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</table>
Total Estimated cost to cover all NPE employees in the UNC system is $50,000,000.00 per year.

Total $989,426.88 Annually for ASU

** Based on $448.11 per month per employee

**Based on number of NPE working 30 or more hours per week for more than 3 months.

**Adjunct Faculty number based on 10 credit hours or more per semester

Draft Estimate
## Appendix D

Table 1

University of North Carolina
State Operating Appropriations per Student FTE by Campus
2012

<table>
<thead>
<tr>
<th>University</th>
<th>Dollar Appropriations per FTE</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>NC School of the Arts</td>
<td>29,641</td>
<td>1</td>
</tr>
<tr>
<td>UNC Chapel Hill</td>
<td>17,972</td>
<td>2</td>
</tr>
<tr>
<td>NC State University</td>
<td>16,114</td>
<td>3</td>
</tr>
<tr>
<td>Winston-Salem State University</td>
<td>12,958</td>
<td>4</td>
</tr>
<tr>
<td>Elizabeth City State University</td>
<td>12,942</td>
<td>5</td>
</tr>
<tr>
<td>East Carolina University</td>
<td>11,227</td>
<td>6</td>
</tr>
<tr>
<td>NC Central University</td>
<td>10,621</td>
<td>7</td>
</tr>
<tr>
<td>UNC Asheville</td>
<td>10,557</td>
<td>8</td>
</tr>
<tr>
<td>UNC Pembroke</td>
<td>9,763</td>
<td>9</td>
</tr>
<tr>
<td>Fayetteville State University</td>
<td>9,639</td>
<td>10</td>
</tr>
<tr>
<td>NC A&amp;T State University</td>
<td>9,551</td>
<td>11</td>
</tr>
<tr>
<td>Western Carolina University</td>
<td>9,277</td>
<td>12</td>
</tr>
<tr>
<td>UNC Greensboro</td>
<td>9,079</td>
<td>13</td>
</tr>
<tr>
<td>UNC Charlotte</td>
<td>7,899</td>
<td>14</td>
</tr>
<tr>
<td><strong>Appalachian State University</strong></td>
<td><strong>7,480</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>UNC Wilmington</td>
<td>7,090</td>
<td>16</td>
</tr>
</tbody>
</table>

- Excluding NC School of the Arts, the mean state appropriation per FTE Student is $10,811
- Source: Moody’s Investor Services
Appendix E

Fall 2012
Average Student Credit Hour Production per FTE Faculty Member
Table 2
(Appendix F)

Resolution on Public School Teachers and Advanced Degrees

Whereas, universities in North Carolina depend upon the public schools in the state to educate the students who enter higher education, and

Whereas a crucial factor in the quality of the education of those secondary students is the quality of their teachers, and

Whereas, the basic elements of good teaching are content and pedagogical knowledge, experience and talent

Whereas, content and pedagogical knowledge are indispensable to effective teaching across the curriculum, and

Whereas, content and pedagogical knowledge must be attained through professional study in academic subjects, and

Whereas, advanced degrees, such as the masters and doctorate, lead to the mastery of academic content and/or pedagogical knowledge,

Be it resolved, that it is in the interest of the state of North Carolina to encourage teachers to increase their subject content mastery and pedagogical knowledge and expertise through earning advanced degrees, and

Be it resolved that the state can advance that interest by restoring the financial incentive of a salary increase to those who earn advanced degrees.
Appendix G

Present Faculty Handbook Language

3.8.5 Assistant Professor

3.8.5.4.1 Credit toward tenure and promotion for service elsewhere

3.8.5.4.1.1 A newly hired assistant professor may submit to her or his departmental chair a written request (with appropriate supporting documentation) that up to, but no more than, three years served elsewhere in a tenured or tenurable position (or in an equivalent position) may be counted toward tenure and promotion at Appalachian State University. A newly hired assistant professor seeking credit for service elsewhere must submit her or his request for credit to the departmental chair within thirty (30) calendar days from the first day of classes in the term in which the assistant professor’s employment with Appalachian State University begins. After review of the assistant professor’s request and supporting documentation, the departmental chair may, in her or his discretion, recommend to the relevant dean that the newly hired assistant professor be granted up to three years credit. The dean shall review the departmental chair’s recommendation and the supporting documentation, and shall in turn forward to the provost and executive vice chancellor, the dean’s recommendation as to whether and to what extent to grant the assistant professor credit for service elsewhere. The final decision, which shall rest with the provost and executive vice chancellor, shall be based on the documentation provided and shall be irrevocable.

Proposed Faculty Handbook Language

3.8.5 Assistant Professor

3.8.5.4.1 Credit toward tenure and promotion for service elsewhere

3.8.5.4.1.1 The department chair and an assistant professor candidate must negotiate any credit for service elsewhere to be granted toward tenure and promotion at the time of the offer. The assistant professor candidate may submit to her or his departmental chair a written request (with appropriate supporting documentation) that up to, but no more than, three years served elsewhere in a tenured or tenurable position (or in an equivalent position that included a balance of teaching, scholarship, and service) may be counted toward tenure and promotion at Appalachian State University. Following review of materials, the chair will make a recommendation to the dean, and the dean will make a recommendation to the provost and executive vice chancellor. The final decision, which shall rest with the provost and executive vice chancellor, shall be made on the basis of the verified documentation provided and shall be irrevocable. Any service credited toward tenure and promotion must be specified in the letter of offer at the time of hire and included in the provisions of the initial contract.
Present Faculty Handbook Language

3.8.6 Associate Professor

3.8.6.3 An initial appointment to the rank of associate professor is made with tenure or for a probationary term of up to five academic years. The length of this initial appointment takes into account credit toward tenure and promotion for service elsewhere.

Proposed Faculty Handbook Language

3.8.6 Associate Professor

3.8.6.3 An initial appointment to the rank of associate professor may be made with tenure or for a probationary term of up to five academic years. The length of this initial appointment takes into account credit toward tenure and promotion for service elsewhere. If the associate professor is not appointed with tenure, the department chair and the associate professor candidate must negotiate any credit for service elsewhere to be granted toward tenure at the time of the offer. The associate professor candidate may submit to her or his departmental chair a written request (with appropriate supporting documentation) that up to, but no more than, five years served elsewhere in a tenured or tenurable position (or in an equivalent position that included a balance of teaching, scholarship, and service) may be counted toward tenure at Appalachian State University. Following review of materials, the chair will make a recommendation to the dean, and the dean will make a recommendation to the provost and executive vice chancellor. The final decision, which shall rest with the provost and executive vice chancellor, shall be made on the basis of the verified documentation provided and shall be irrevocable. Any service credited toward tenure must be specified in the letter of offer at the time of hire and included in the provisions of the initial contract.
Appendix I

Current Language
(Found in Section V of the Faculty Senate Guidebook)

V. Faculty Assembly Delegates
Representation in the Faculty Assembly is apportioned among the constituent institutions of the University of North Carolina according to the number of full-time equivalent faculty positions allocated to each institution. Thus, Appalachian is currently apportioned five delegates to the Assembly. By action of the Faculty Senate of Appalachian, the Chair of the Senate serves as head of Appalachian's delegation to the Assembly, with the Vice Chair of the Senate serving as his/her alternate. The remaining four delegates and two alternates are elected by the faculty when a seat is vacant or a term expires during the spring term prior to March 31. The Chair of the Faculty Senate serves a one year term conterminously with her or his position as Chair, with the three elected delegates serving three year terms. Terms of the three-year delegates are staggered. Additional information is available at:
http://www.northcarolina.edu/facultyassembly/charter.htm
http://www.northcarolina.edu/facultyassembly/bylaws.htm

A. Role of Faculty Assembly Delegates

Although it is assumed Appalachian's Faculty Assembly delegates will vote their conscience, it is also assumed that they will convey to the Faculty Assembly, and to the President of the University of North Carolina, resolutions approved by the Faculty Senate and/or general faculty and specifically addressed to the Assembly. This role includes the written rationale provided by the Senate and/or general faculty in support of a resolution. Any Assembly delegate is free to disagree with such a resolution and the rationale behind it once the resolution has been presented. The Chair of the Faculty Senate (or alternate) being a delegate to the Assembly, reports to the Senate actions taken by the Assembly on such resolutions.

B. Replacement of Faculty Assembly Delegates

In the event that an elected delegate to the Faculty Assembly must vacate office for the balance of a term, that delegate's alternate will automatically become the permanent delegate and serve out the balance of the term of the replaced delegate.

In the event that an elected alternate delegate to the Faculty Assembly must vacate his or her office by either becoming a permanent replacement for an elected delegate or by resignation, the Chair of the Faculty Senate nominates a replacement for the now vacant alternate and, upon approval of the Senate, appoints the replacement to serve until the next regular election of Assembly delegates.

In the event that an elected delegate is unable to fulfill the responsibilities of
office for a temporary period that delegate is replaced by an alternate for the
duration of the absence. The Chair of the Senate fills the vacancy of the alternate
by nominating a replacement who, upon approval of the Senate, serves until such
time that the elected alternate delegate is able to resume office.

Proposed Language
(to be added to the Handbook – Section 7.2.10 – with the current 7.2.10 moved to 7.2.11)

7.2.10 Faculty Assembly Committee

Representation in the Faculty Assembly is apportioned among the constituent institutions of the
University of North Carolina according to the number of full-time equivalent faculty positions
allocated to each institution. Thus, Appalachian is currently apportioned four delegates to the
Assembly. The Chair of the Senate serves as head of Appalachian's delegation to the Assembly,
with the Vice Chair of the Senate serving as his/her alternate.

7.2.10.1 Selection of Delegates

The Faculty Assembly Committee consists of 3 delegates and 1 alternate. The alternate will
attend the meetings in the event that one of the delegates cannot attend. Those wishing to
become delegates to the Faculty Assembly submit their names during the process in which
Senate committee assignments are made. The term is for 1 year, but Senators may have their
service on the committee renewed. Should there be fewer than 4 members of the Senate able to
serve on the Faculty Assembly Committee, the Committee on Committee will make
recommendations to the Senate from the faculty for committee members and/or an alternate.

7.2.10.2 Role of Faculty Assembly Delegates

It is the responsibility of the delegates to the Faculty Assembly to represent the interests of the
Appalachian faculty to the Faculty Assembly, the President of the University of North Carolina,
and the General Administration. Further, the delegates serve as a conduit for information from
the Faculty Assembly and the General Administration to the faculty at Appalachian.

The most senior member of the delegation (other than the Faculty Senate chair) will make a
presentation to the Senate summarizing the Faculty Assembly agenda and any items requiring
action at the first Senate meeting following a meeting of the Assembly.

7.2.10.3 Replacement of Faculty Assembly Delegates

In the event that a Faculty Assembly delegate must vacate the office, the Senate’s Committee on
Committees will make a recommendation to the Senate for a replacement to serve the remaining
time in the delegate’s term. Preference will be given to sitting Senators.