

Vice President for Academic Affairs Teresa Golden,

The following motions were passed by the full Faculty Senate Wednesday, September 30, 2020. The context of these motions were discussed with both the President and the Vice-President for Academic Affairs, Monday, October 5, 2020 as to the origin and historical conversation surrounding these motions from Faculty Senate.

Rationale Motion 1: Motion 1 resumes a practice that was discontinued. Marjorie Robertson offered that this practice stopped in 2006 when campus connect was adopted. She also shared that the letters could be shared via Campus Connect and could make clear base salary and supplemental pay.

**Motion 1.** The Faculty Senate requests that all faculty members be provided with an annual appointment letter prior to the start of fall semester classes each year, specifying their salary for the coming academic year. This practice should be noted in the APPM in section 4.1.1.1.a.

Discussion Motion 1: Per the APPM, non-tenured faculty should receive annual appointment letters; tenured faculty are presumed to be continued and need not receive annual appointment letters (APPM 4.1.1.1.a.). However, we are requesting that all faculty, regardless of tenure status, be notified yearly of our salaries; as noted in APPM 4.1.1.3, the university cannot obligate funds beyond the current fiscal year. Therefore, we are asking to be notified of our salaries after July 1st but before the beginning of fall classes each year.

Rationale Motion 2: Motion 2 attempts to provide clarity on the definition of a full teaching load for full-time faculty per the APPM 4.1.4. Per the APPM 4.1.4 and 4.7.1, the teaching load for full-time faculty is defined as 12 credit hours per semester, regardless of faculty rank. This calculation should include any reassigned time. Thus, "overload pay" is expected for teaching in excess of 12 credit hours per semester.

**Motion 2.** Faculty Senate reminds all department chairs, faculty, and administration that the teaching load for full-time faculty is defined by APPM 4.1.4 and 4.7.1 as 12 credit hours per semester, regardless of faculty rank. This calculation should include any reassigned time. Overload pay is expected for teaching in excess of 12 credit hours per semester.

Discussion Motion 2: There is a distinction made between part-time and full-time faculty per the APPM 4.1.4. However, faculty hired at the rank of Instructor, Assistant, Associate and Full Professor, per the APPM 4.1.4, are defined as full-time faculty.

Rationale Motion 3: Motion 3 reaffirms that graduate courses are catalogued at 1.333 semester hours or 4 credit hours.

**Motion 3:** We recommend that the teaching hours for graduate classes be consistently calculated at 1.333 semester hour units (APPM 4.9.1) for purposes of scheduling, workload, and

compensation. We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.

Discussion Motion 3: Faculty Senate is simply promoting consistency with the APPM and course credits for graduate courses.

Rationale Motion 4: Faculty Senate recognizes that many faculty teach overloads in either undergraduate classes only or only graduate courses or with both undergraduate and graduate courses. In the cases where faculty are teaching an overload, and the teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate courses to financially benefit the faculty member teaching the courses.

**Motion 4:** Faculty Senate recommends that in cases where faculty are teaching an overload, and the teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate courses (i.e. benefits the faculty, see [Temporary and Supplemental Salary Schedules 2019-2020](#), APPM Appendix B). We ask that Academic Affairs work with department chairs and faculty to ensure this is consistently applied.

Discussion Motion 4: Again, this motion privileges that faculty members should financially benefit when teaching an overload when both undergraduate and graduate courses are being taught.

Thank you in advance,

Fendrich R. Clark  
Associate Professor of Communication  
Chair, Faculty Senate