

## Staff/Faculty Status DTF Report

- I. Charge to DTF:
- 1) Address problems associated with current Staff Faculty Status policies (section 4.400 of Faculty Handbook).
  - 2) Problems identified by Barbara Smith in Charge to DTF include: (see appendix for complete charge)
    - a) lack of rationale for appointment.
    - b) unrealistic minimum teaching expectations.
- II. Research:
- 1) We created a matrix of "Types of Teaching" and "Categories of Teachers" at Evergreen, and identified additional issues regarding staff who have teaching responsibilities.
  - 2) We contacted six other small, innovative colleges to learn about their policies regarding staff with faculty status.
  - 3) We identified and interviewed staff who currently hold Staff Faculty Status and staff with teaching responsibilities as part of their job description.
  - 4) We tried to understand Chapter 4.000 (Faculty Policies) of the Faculty Handbook.
- III. Findings:
- 1) The problems identified in the Charge to the DTF are real, and the issues are complex.
  - 2) Very few of the staff awarded Staff Faculty status under Section 4.400 of our Faculty Handbook have been able to satisfactorily fulfill the teaching expectations of their appointment. (Recommendations 1 and 2 address this issue.)
  - 3) Staff-faculty exchanges and staff rotation into teaching assignments, while encouraged, are often hampered by a lack of clarity regarding new responsibilities, by either the rotating faculty, the rotating staff, or other staff in the area affected. (Recommendation 3 addresses this issue.)
  - 4) Some staff members (both classified and exempt) without faculty status have credit-awarding teaching responsibilities as part of their job descriptions. Others sponsor Independent Learning Contracts in their area of expertise, voluntarily and with authorization from the Deans, in addition to their staff responsibilities. And some staff occasionally teach courses

without being granted Associate Faculty (Adjunct) status. These situations are in violation of WAC 174-128-010: "Everyone who is directly responsible for generating credit at Evergreen will be a member of the faculty." (Recommendations 4-8 address these issues.)

- 5) Teaching that supports the curriculum, but does not include responsibility for awarding credit, needs to be more prominently recognized -- in job descriptions, where appropriate, and by means of expressions of commendation and appreciation. (Recommendations 9 and 10 address this issue.)
- 6) Faculty Handbook policies regarding faculty membership, appointment and evaluation are often confusing, contradictory and/or incomplete. For example, the classification of Faculty Librarians as either Regular Faculty or Staff Faculty is unclear. (Recommendations 11 and 12 address these issues.)

- IV. Recommendations:
- 1) Our current Staff Faculty Status policies (WAC 174-129-010 thru 030) should be abolished upon completion of all current 3-year appointments.
  - 2) Staff members with expertise appropriate for our curriculum should be encouraged to request and negotiate, with both their supervisor and the academic deans, opportunities to serve as Associate Faculty members (either full-time as Visiting Faculty or part-time as Adjunct Faculty). The Vice Presidents should periodically remind their employees of this opportunity. The academic deans should consider and recruit appropriate staff members for available teaching positions.
  - 3) Coverage of a staff member's responsibilities while serving as an Associate Faculty (Visiting or Adjunct) should be carefully planned. All affected by the exchange need to participate in the planning for the exchange and be oriented to the different expectations of their new roles, so that the welfare of both the academic and administrative areas is assured.
  - 4) A new category of Associate Faculty status, designated ((Subject) Specialist), should be created for staff members whose job descriptions include a majority of their time devoted to credit-awarding

teaching responsibilities. (Other Associate Faculty categories are (Visiting-Renewable), (Visiting), and (Adjunct)).

- 5) Staff members whose job descriptions include a majority of their time devoted to credit-awarding teaching responsibilities should (a) be classified as exempt employees, (b) be granted Associate Faculty ((Subject) Specialist) status, (c) be paid on the exempt salary grid, with teaching experience and responsibilities included in the determination of the appropriate range, (d) be hired upon joint recommendation of the unit head and the academic deans, (e) be evaluated by their supervisor incorporating the deans' evaluation of their teaching, and (f) be given annual contracts for their position.\*
- 6) The academic deans, the appropriate supervisors, and the Director of Employee Relations should clarify the teaching and staff responsibilities of current staff who appear to qualify for Associate Faculty ((Subject) Specialist) status under the guidelines of these recommendations. These employees should be counseled on the rationale, benefits and implications of these policies.
- 7) Staff members authorized by the academic deans to voluntarily sponsor one or two Independent Learning Contracts in their area of expertise should be granted Associate Faculty (Adjunct) status, have their teaching evaluated regularly by the deans or appropriate faculty, and have their teaching contributions recognized by the Provost.
- 8) All staff members who offer part-time courses as part of Evergreen's curriculum should be granted Associate Faculty (Adjunct) status, have their teaching evaluated regularly by the deans or appropriate faculty, and have their teaching contributions recognized by the Provost.
- 9) Staff job descriptions should recognize teaching expectations and responsibilities, whether or not the staff are responsible for awarding credit.
- 10) The contributions of staff members and community members (i.e. internship field supervisors) who are regularly engaged in various types of teaching,

even though not responsible for awarding credit, should be recognized by the Provost and by the faculty benefitting from their assistance.

- 11) Faculty Librarians should be more clearly identified as Regular Faculty with the special appointment, teaching, and evaluation policies currently located in the Staff Faculty section of the Faculty Handbook (EAC 174-129-040 thru 090).
- 12) Chapter 4.000 (Faculty Policies) should be amended to incorporate these recommendations. A draft of our amendments, begun by the DTF but needing more careful refinement, is included in the Appendix.
- \*) The DTF agreed to include Recommendation 5(f) after long debate over the pros and cons of issuing annual contracts to exempt employees who spend a majority of their time teaching. The major concerns were: 1) the increased difficulty in carrying out personnel actions (such as termination) that could be necessary in special circumstances, and 2) the precedent of awarding contracts to exempt employees who teach, while other exempt employees are not given contracts. The arguments for awarding annual contracts were: 1) consistency with other faculty appointments, all of which receive contracts, 2) the need to protect expectations of curricular offerings during an academic year, 3) the ability to include contract language that assures appropriate action in case of violation of Evergreen's Social Contract, and 4) this assures an annual evaluation of the staff member's teaching activities.

- V. Appendices:
- 1) Charge to the DTF from Barbara Smith.
  - 2) Our "Teaching/Teachers" matrix.
  - 3) Reports from other colleges.
  - 4) Meeting summaries.
  - 5) Draft WAC and EAC amendments.

VI. DTF Membership

Judith Espinola  
John Filmer  
Russ Fox (Chair)  
Doug Hitch

Randy Holycross  
Gail Martin  
Willie Parson  
Karen Wyncoop

Our report has been submitted to Barbara Smith on January 24, 1986. We have also circulated copies to the following staff members, asking that their and their areas' comments be forwarded to Barbara Smith by February 3, 1986.

Patrick Hill

Gail Martin

Sue Washburn

Ken Winkley

Margarita Mendoza de Sugiyama

Rita Cooper

Stone Thomas

Arnaldo Rodriguez

Jan Lambertz

Susan Perry

Barbara Cooley

Ron Woodbury

Mike Moran

Steven Kant

Stella Jordan

Teresa Crater

Walter Niemic

Ed Trujillo

We request that the DTF report, with staff comments, then be forwarded to the Faculty Agenda Committee for faculty review and action.

*Pass for for the DTF*

*1/23/86*