To: William Blomquist, Dean of the School of Liberal Arts  
From: The Associate Faculty Coalition  
Spring 2012

Goal: To change the campus climate by recognizing that Associate Faculty members are professionals, and to bring equity to all faculty members.

I. Contract: Agreement among dean, department chair, instructor.
A. Term: One year.
B. Procedure: Contract copies mailed to members or picked up at administrator’s desk. Associate Faculty members give two weeks’ notice if cannot hold assignment.
C. Teaching assignment:
   1. Changes to assignment two weeks before semester begins: follow current protocol.
   2. If a course assignment is cancelled less than two weeks before the start of classes:
      a. AF member receives $250 for course preparation
      b. AF bumped according to seniority (0-5 years/6+ years)

II. Compensation: Moving toward reaching parity with non-tenure track full-time faculty.
A. School will create salary schedule for gradually increasing AF salaries to MLA recommended range ($6,000-$7,000 per 3-credit hour course.)
B. AF will be included in the same raise/salary schedule as full-time faculty.
C. AF may also earn raises based on performance, related to conferences attended, committee service, added student conference hour(s), and campus contributions.

III. CA 313
A. Departments provide supplies to its AF members, though reasonable office supplies will be available in CA 313.
B. FERPA requirement date expanded to up to one month after semester begins.
C. Review of policy for uniform access to office space for all SLA departments.
D. The 313 administrator – or that person’s supervisor – takes the responsibility for maintaining clear protocol information in a central location for new, current, and returning AF.