

Charter of the Adjunct Faculty Council of National Louis University

This charter updates the Adjunct Council Charter that was approved in March of 2004, with several updates thereafter. The latest update was October 2021.

Preamble

The Adjunct Council is established by the President of the University to inform senior leadership and to advocate on behalf of the needs of NLU's adjunct faculty, assist the President and Chief Academic Officer in creating an inclusive, supportive, and participatory environment for all adjunct faculty, and to help senior leadership maintain strong communication with the institution's adjunct faculty community. The Adjunct Council's mission, therefore, is (a) to represent the professional interests of the adjunct faculty at National Louis University (b) to enhance the adjunct faculty role at National Louis University through active participation in shared governance, (c) to help the NLU adjunct community stay informed about University processes, events, and strategic plan, and (d) to advise the President and Chief Academic Officer on matters that concern the adjunct community at NLU.

Article I: Formation of the Adjunct Council

The process of including adjunct faculty in governance activities at National Louis University began during the 1999-2000 academic year, when a Senate-appointed task force was assigned to study issues relating to adjunct faculty within the University's academic operations. The Task Force submitted their recommendations to the Faculty Senate in May 2001. The Task Force's recommendation to develop methods of involving adjuncts in faculty governance resulted in the creation of a two-year pilot project by the Faculty Senate to establish an Adjunct Council so that adjunct faculty have a voice in governance at the Senate level. The Adjunct Council held its first meeting in March 2002. In January 2004, the Council submitted a proposed charter to the Senate for approval. The Faculty Senate approved the Adjunct Council Charter in March 2004. The definition of an adjunct faculty member, the Adjunct Council's mission, goals, articles of governance, and amendment process are presented herein.

A further clarification was provided by the 2017-18 Adjunct Council recommending to the President and Provost that the Council be more clearly represented as an advocacy body providing an advisory function to the President and Chief Academic Officer on adjunct issues,

rather than a committee within the regular faculty governance structure. Adjunct Council will have representation on Senate sub-committees. Representation is detailed in the Senate bi-laws.

Article II – The Adjunct Faculty Council

Section A – Function

The Adjunct Faculty Council's function is to:

1. Represent all adjunct faculty throughout National Louis University.
2. Improve the quality of professional life for adjunct faculty at NLU.
3. Raise adjunct faculty issues for consideration by the University administration, college leadership, Faculty Senate and/or, Board of Trustees as appropriate.
4. Work with the University administration and/or Faculty Senate as appropriate to accomplish the Council's mission.
5. Encourage adjunct faculty participation in University shared governance.
6. Promote and support National Louis University programs in all appropriate ways.
7. Maintain a system of communication with adjunct faculty across the institution to ensure the Council is informed about issues of concern to adjunct faculty, is able to knowledgeably and objectively represent the interests of all adjunct faculty, and ensure that adjunct faculty are informed about the Council's ongoing work.
8. Work with the NLU administration, Faculty Senate, and the colleges to ensure adjunct faculty participation on committees and task forces where adjunct faculty interests are involved and/or where adjunct perspective/expertise is appropriate.

Section B – Membership and Term of Service

1. An "adjunct faculty" is a part-time faculty member of National Louis University on active status consistent with prevailing hiring practice.
 - a. All active NLU adjunct faculty professional credentials and qualifications are reviewed relative to each course they are approved to teach. This review and approval is based upon the credentialing criteria established by program faculty to have met the requirements of all relevant accreditation agencies and as deemed appropriate by NLU. Minimally, this will involve credentialing criteria consistent with the standards of the Higher Learning Commission, which is the central accrediting body for the University.
 - b. Active status is also determined by the University's practice of considering all adjunct faculty "active" who have received an academic contract within the previous 24 months and have maintained a positive, consistent teaching track record, including course evaluation scores, course engagement, and observations.

2. The voting members of the Adjunct Faculty Council shall be composed of those adjunct faculty who have been nominated and elected to serve on the Council.
 - a. To be eligible for election, an adjunct faculty member must have taught at least three courses or equivalent academic assignments (e.g. doctoral dissertation committee) for NLU, with at least two of those contracted academic assignments having been issued within the past academic year, and maintained positive, consistent teaching track record, including course evaluation scores, course engagement, and observations.
 - i. Any staff or faculty member who is a full-time NLU employee is not eligible to serve on the Adjunct Council, even if this person has received an adjunct contract, since the primary relationship to the university is as a full-time employee. In the event an Adjunct Council member's status changes to a full-time employee, the member is obliged to resign from Adjunct Council, but may serve the remainder of the academic year.
 - b. An adjunct faculty member must have attended at least one Adjunct Council meeting during the last Academic Year.
3. Nominees will be approved by the current Adjunct Faculty Council's Nomination Committee (AFCNC) prior to the election process. Approval will be based upon eligibility to serve if elected. To serve for election, regardless of current and future teaching responsibilities, nominees must be willing to:
 - a. Serve on and be committed to the Adjunct Faculty Council for the full term of the Council opening (generally a three-year term);
 - b. Attend and actively participate in Adjunct Faculty Council meetings and activities, recognizing that lack of attendance at regular meetings will result in a reduction in the stipend provided for this service to the institution. Attendance at regular meetings may be handled via electronic communication and will not generally require face-to-face attendance
 - c. Serve on one or more Senate Committees, Councils, task forces, or other groups as deemed appropriate by University leadership in order to represent the interests of adjuncts in the work of such groups;
 - d. Collaborate and communicate with adjunct faculty, program leaders, Deans, and O-other administrators at the college and other university levels as needed to appropriately represent adjunct faculty interests;
 - e. Actively seek out the opinions and concerns of fellow adjunct faculty to best represent the views and concerns of the full body of adjunct faculty at NLU
 - f. Attend the Faculty Association meetings , to represent the needs and interests of adjuncts;
 - g. Engage in online communications and work related to Adjunct Faculty Council tasks between meetings;

- h. Notify the Adjunct Council Executive Committee if unable to continue service on the committee or if service will be interrupted for more than one meeting cycle.
4. There shall be two elected members from each of NLU's college/school.
5. Members typically are elected for three-year terms of membership on a staggered cycle. All terms run from July 1 through June 30, unless the term is by special election to fill a vacancy on the council. Members are voted into membership through the standard nomination and election process. An elected member stays active on the AFC regardless of whether the member is assigned to teach courses during a given term, but while serving the three-year term an adjunct must be issued at least one academic contract outside the Adjunct Council contract per academic year. A member can be elected to a second consecutive three-year term applying the standard nomination and election process. After serving two consecutive terms, a minimum of one year of not being elected to, and not serving on the Council is required before being considered for service again. All qualifications must be met and the application of the standard nomination and election process is required.
6. The Chief Academic Officer or designee shall serve as a non-voting ex-officio member of the Council. An ad hoc representative from other major units within NLU (e.g., University Library faculty member) may be invited to participate on the Council to provide technical advice as needed. Ex-officio members cannot hold office within the Adjunct Council and cannot vote.
7. A Council member who resigns or cannot continue to serve shall submit their resignation in writing to the Council Chair. A Council member may be removed from Council by majority vote if the Council member is no longer eligible to serve, or has two or more unexcused absences from meetings of the Council within one year. If a vacancy occurs during the final year of the term of service but prior to April of the year of that Council member's position, the Adjunct Faculty Council's Nominating Committee (AFCNC) shall be convened to determine if there is a qualified candidate from the prior election process who represents the specific college with the vacancy and could serve until the end of the academic year. If the vacancy occurs with two or three years left in the term, a new nomination and election process shall be started by the AFCNC to fill the two- or three-year term. During any time with vacancies, the Council's Executive Committee shall continue the meetings and functions of the Adjunct Faculty Council, even if no quorum exists, until appropriate representation can be elected to serve out the term of the vacancy.

Section C – Meetings

1. Meetings of the Adjunct Faculty Council are open to all adjuncts. Beyond the regular ex officio attendance of the Chief Academic Officer or designee (see membership section), other NLU administrators or full-time faculty shall be invited to meetings, placed on the agenda, and attend for the time that they are involved in adjunct business. The Chair of the Adjunct Council will announce scheduled meeting dates and times to adjunct faculty at least

two weeks prior to scheduled meetings. All meetings shall be held through communication methods that allow adjunct faculty from across the different campuses to attend.

2. The most current edition of *Robert's Rules of Order* will be applied at the meetings. A quorum of the Adjunct Faculty Council members (over 50% in attendance) is required to conduct official business. Each member shall have one vote when deciding official business. For all votes, a simple majority of the votes of members shall determine the outcome. The Chair shall refrain from voting except when his or her vote will affect the result, such as voting to break a tie. In these circumstances, the chair has the right, but not the obligation, to cast a vote. The Council may adjourn into a closed session as determined by the Chair or Executive Committee. The Council may also adjourn into executive session by majority vote. Meetings may be canceled by majority vote. The Chair of the Adjunct Council shall also use appropriate outlets of communication by which to announce cancellation(s)/change(s) of meetings.
3. The Chair of the Adjunct Faculty Council shall schedule at least one regular meeting each month of the year, beginning with taking office on July 1, and ending with the term on the following year's June 30. The first meeting shall be scheduled between July 1 and July 31, and the last meeting of the year shall be scheduled between June 1 and June 30 of the following year.
4. At the first meeting in July, the Chair will consult with the Adjunct Faculty Council members as to possible meeting times for a regular schedule through the year. While the normal meeting time for the AFC has been the late afternoon of the third Thursday of each month, it is recognized that a different time may be scheduled based on best availability of AFC members.
5. Special meetings of the Adjunct Faculty Council may be called by the Executive Board of the AFC. Written notice of special meetings stating the time, place, and purpose of the meeting, must be distributed to individual AFC members at least seven (7) days before the meeting. No business shall be transacted at the special meeting except that stated specifically in the notice of the meeting.
6. Those members assigned to campuses or academic centers located other than the meeting site shall have the opportunity to participate in meeting by available conferencing technology and shall be considered in attendance if they are using technology to participate.
7. Adjunct Faculty Council actions, if approved by the University President and requiring the further approval by the Board of Trustees shall be transmitted to the Board by the President, along with any administrative recommendations.

Section D – Officers

1. The officers of the Adjunct Faculty Council (Chair, Chair-Elect, immediate Past-Chair, and Secretary) serve as the Executive Committee and shall preside over all Adjunct Faculty Council meetings. In the absence of the Chair, the Chair-Elect of the Adjunct Faculty Council

shall preside. In the absence of both the Chair and the Chair-Elect, the Secretary of the Adjunct Faculty Council shall preside. In the absence of the Chair, the Chair-Elect, and the Secretary, the immediate Past-Chair of the Adjunct Faculty Council shall preside. In the absence of all four officers of the Adjunct Faculty Council, those Adjunct Faculty Council members present shall appoint a Chair pro tempore.

2. Elections for the Chair-Elect and Secretary shall occur at the July meeting of the full Council, with the Council members who are present at the meeting using confidential voting. In the event the previous Chair-Elect resigns, the Council will elect a Chair. The Council Chair and Secretary serve one-year terms. The Chair-Elect serves one year and then succeeds the Council Chair for a one-year term. The Secretary can serve a maximum of two, one-year terms prior to taking at least a year off from that elected position.
3. At the July meeting, the Chair will work with the Adjunct Faculty Council members to make assignments to all University and Senate Committees and Councils for which there is Adjunct Faculty Council representation. If a member must serve on more than one Council or Committee that has monthly duties, the Chair will consult with the Provost concerning that member's workload determination and appropriateness of this representation.
4. The designated Council Chair and Chair-Elect preside at all Council meetings and represent the Council with regular updates at Faculty Senate meetings and other university functions as appropriate. The Chair shall preside over all meetings and special sessions, being responsible for conducting the business of the meeting. The Chair shall draft the Annual Report of the Adjunct Council and submit to fellow members for review and approval. The Chair shall be responsible for scheduling, meeting logistics and notifying the NLU community of all Council meetings at least two weeks prior to the given meeting. In the event of a special session/meeting, the Chair shall provide the individual Adjunct Faculty Council members with at least seven days' notice of the meeting, and shall preside at that meeting.
5. The Chair-Elect shall perform all the duties of the Chair in the absence or incapacity of the Chair. The Chair-Elect shall retain the right to vote while temporarily performing duties of the Chair.
6. The Council Secretary keeps accurate minutes and attendance records of all meetings of the AFC. The Council Secretary maintains and archives all Adjunct Council's current records including, but not limited to, meeting minutes, sending e-mails of the approved meeting minutes to all adjunct faculty members, the Faculty Senate, and the Chief Academic Officer in a timely manner. The Secretary makes sure that minutes of meetings are also uploaded to the Adjunct Council's private online discussion and meeting area. The Secretary attends university functions as appropriate, including the Connections Committee, as required. Additional responsibilities will be determined by majority vote of the Council.
7. The Past-Chair will consult with the Chair to develop meeting agendas and priorities. The Past-Chair serves to mentor new members into their roles and positions on the Council. The Past-Chair serves as Secretary if the Secretary cannot attend a meeting or other meeting

that the Secretary normally attends. The Past-Chair shall be notified by Council members if they cannot attend their scheduled Committee meetings, and will attend to represent the Adjunct Council at any such meetings, if possible. If the Council Chair cannot attend a scheduled Faculty Senate meeting, the Past-Chair will be notified and attend that meeting.

8. The Executive Committee convenes at the call of any of these officers. The Executive Committee serves to determine agenda items, and appoints members to special committees and task forces as appropriate to the needs of the AFC. Any such committees or task forces and adjunct assignment to them must be approved by the Chief Academic Officer if implementation might generate additional expense to the University or if such a body might replicate or run at cross-purposes with existing University functions. Each special committee and task force shall carry out the work for which it exists, incorporating the instructions given by the AFC Chair. If this work exceeds the normal amount of time that AFC members are expected to provide for AFC work, the Chair will consult with the Provost concerning the workload. The Executive Committee works with the Chair to develop the Annual Summary of Activities which is provided to the University President, Provost, Faculty Senate and Deans by no later than June 30 or earlier if requested by administration.

Section E – Election to the Adjunct Faculty Council

All new members of the Adjunct Faculty Council will be actively recruited and their willingness to serve on the Council will be evaluated by the Council. Election to the Council is managed through the process below. NLU administration is not involved in the nomination or election process. Election is achieved in the following way:

- a) In March, the Adjunct Faculty Council's Executive Committee will post notice to the NLU community of all upcoming vacant Adjunct Council positions and shall electronically solicit nominations of qualified and willing candidates for vacant positions. The list of the duties and expectations for Council members (Section -3) shall be provided in that notice. The numbers of anticipated vacancies by college shall be specified in that notice. Eligible adjuncts can self-nominate. All nominations must be submitted to the Chair by the last day in March. The Chair will forward all nominations to the Adjunct Faculty Council Nominating Committee.
- b) The Adjunct Council Nominating Committee consists of the Adjunct Faculty Council Executive Committee, and three senior Adjunct Faculty Council members. The Adjunct Faculty Council's Chair-Elect serves as the Chair of the AFCNC. By mid-April, the AFCNC will verify qualifications and eligibility of those nominated in collaboration with the Provost and the Office of Human Resources. By the end of April, the AFCNC will collect qualified candidates' résumés and completed applications, talk with candidates to confirm eligibility and willingness to serve for Adjunct Faculty Council, and develop a list of eligible nominees, and create a ballot for the elections.

- c) At the May meeting of the Adjunct Faculty Council, the AFCNC Chair will present the potential ballot of candidates for discussion. The ballot for each college will include the nominees in random order with a maximum 500-word statement from the candidate concerning qualifications and why the candidate wants to serve. Candidates who fail to submit their statements on time will not be placed on the ballot. The AFCNC Chair will then supervise the conducting of the electronic all adjunct faculty voting process for the Adjunct Council elections. By no later than the third week of May, the one-week election process will take place. Adjunct faculty will vote within their primary assigned college, for only those nominees from that constituent body. When elections are closed, the AFCNC will report the winner(s) of the Adjunct Council positions. The winner(s) are determined as such by majority vote of those adjunct faculty members who voted within the time frame of the election process. The AFCNC Chair will provide election results to the AFCNC for affirmation and then notify the Adjunct Faculty Council of the results. At the time of notification, the AFCNC is disbanded.
- d) At the June meeting of the Adjunct Council, the Adjunct Council will affirm the election process report from the AFCNC. The Adjunct Council Chair-Elect will notify the election winners of the results, welcome them to the Council, and remind them of the expectations for Council members, including their expected attendance at the July meeting, and meetings thereafter, of the Adjunct Faculty Council.

Article III – Amendments

The Adjunct Faculty Council Charter may be amended/revised by:

- a motion and second to draft an amendment/revision approved by a majority vote of the council.
- a motion and second to adopt the amendment/revision to the charter approved by a majority vote of the council. And,
- submission of amendment/revision to the President and Chief Academic Officer for final approval.
- A notice of change to the Charter shall be provided as a point of information to the NLU Faculty Senate.

All Charter amendments/revisions must include a parenthetical date of the amendment. Other relevant information regarding the change or addition to the Charter is also included with the date, if the information is critical to understanding the amendment.

Article IV–Charter Ratification

In September of 2006, after a thorough review of the current Adjunct Council Charter, goals, and participation in shared governance initiatives, the Adjunct Council determined that a

comprehensive reorganization of the council would be required if they were to achieve the mission and goals as presented in the original charter. In October 2015, the Adjunct Council sought to align its charter, consistent with the Faculty Association constitution at National Louis University, to clarify its mission, operation, and methods. In October 2021, as a result of the College of Professional Studies and Advancement splitting into two colleges: College of Psychology and Behavioral Sciences and School of Business and Information Technology, the charter was reviewed and updated accordingly.