

**REPORT OF THE FISCAL AFFAIRS COMMITTEE
ON PART-TIME FACULTY**

FEBRUARY 1995

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**Fiscal Affairs Committee of the
XVIII Faculty Senate**

Purpose:

The Fiscal Affairs Committee (FAC) was charged with the task of (i) investigating the feasibility of adding \$100 per course to the base stipend of Part-Time Faculty (PTF) for at least Grades I and II, (ii) determining the number of courses typically taught by each grade of PTF per semester, and (iii) approximating the total cost by college if an increase of \$100 per course was proposed. The findings of the FAC follow.

Part-Time Instruction Analysis:

During the Fall 1994 semester, 214 courses from a total course offering of 2,504 (or 8.55%) were taught by PTF in the four major colleges (see Appendix A). In the Community College, 102 out of 187 courses, or 54.5%, were taught by PTF. A comparison of the ratio of full- to part-time course instruction with prior years revealed that, during the Fall 1993 semester, 242 courses out of 2,557 (or 9.46%) were taught by PTF. In the Fall 1992 semester, 233 out of 2,598 courses (8.97%) were taught by PTF.

An analysis of the use of PTF indicated that part-time faculty use frequently fluctuates from semester to semester. During Spring 1994, for example, 254 out of 2,541 courses (or 10%) were taught by PTF. Comparing Fall 1992 to Fall 1994, all colleges (excluding the Community College) have reduced their dependency on part-time instruction. For example, the Music Department reduced from 52 to 29 the number of courses taught by PTF. Some departments, however, continue, or have increased, their reliance on PTF. The Biology Department increased from 6 courses taught by PTF in Fall 1992 to 19 during Fall 1994, while Communication and Broadcasting increased from 21 to 26 courses. Overall in Fall 1994, Potter College accounted for 60.3% of all courses taught by PTF, Ogden 26.2%, and CEBS 13.5%. Within Potter, the Departments of English, Music, and Communication & Broadcasting accounted for 64.3% of all courses taught by PTF, a slight decline from a 71.7% share in Fall 1992.

Table 1 details the total hours of instruction and the 3-credit hour course equivalent during Fall 1994 by College and by Department for both on-campus and extended campus courses. Some part-time instruction is not based on a per-3-hour course basis and thus, for calculation purposes, a 3-hour course equivalent was calculated from the total number of instruction hours. During Fall 1994, 861.3 hours of instruction by part-time faculty equated to approximately 287 3-hour courses on campus, including the Community College. Table 2 details the approximate cost for part-time instruction based on existing pay levels for each grade. Again, because of departmental adjustments to part-time faculty instruction hours, a 3-credit hour course equivalent is used for calculation purposes.

Current PTF costs are estimated at \$470,568, excluding salary overhead costs such as FICA, payroll taxes, etc. This cost is

Table 1. Hours of Instruction by PTF by Grade and College, Fall 1994

College	<u>On-Campus</u>		<u>Extended Campus</u>	
	Instruction Hours	3-Hour Course Equivalent	Instruction Hours	3-Hour Equivalent
<u>CEBS</u>				
Grade I	24	8	6	2
Grade II	0	0	3	1
Grade III	29	10	27	9
Grade IV	15	5	51	17
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Subtotal:	68	23	87	29
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<u>Ogden</u>				
Grade I	29	10	3	1
Grade II	9	3	6	2
Grade III	86.5	29	42	14
Grade IV	42	14	7.5	2.5
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Subtotal:	166.5	56	58.5	19.5
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<u>Potter</u>				
Grade I	84	28	25	8.3
Grade II	54	18	15	5
Grade III	151.3	50	88	29.3
Grade IV	42	14	6	2
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Subtotal:	331.3	110	134	44.6
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<u>Community College</u>				
Grade I	79.5	26.5	12	4
Grade II	46	15.3	0	0
Grade III	129	43	24	8
Grade IV	23	7.7	0	0
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Subtotal:	277.5	92.5	36	12
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<u>Academic Advising</u>				
Grade I	18	6	3	1
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Summary:	861.3	287.5	318.5	106
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Source: WKU Faculty Workload System, and the Office of the Vice-President for Academic Affairs.

Table 2. Base Cost for Part-Time Instruction in Fall 1994 by Grade, With a Projected Cost Increase Based on Salary Adjustment

Area	3-hour Course Equivalent		Cost	\$100 Increase
	On Campus	Extended Campus		
<u>WKU</u>				
Grade I	46	11.33	56,757	5,733
Grade II	21	8	31,320	2,900
Grade III	89	52.33	179,489	14,133
Grade IV	33	21.5	74,120	5,450
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Subtotal:	189	93.16	341,686	28,216
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<u>Community College</u>				
Grade I	26.5	4	30,195	3,050
Grade II	15.33	0	16,556	1,533
Grade III	43	8	64,770	5,100
Grade IV	7.67	0	10,431	767
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Subtotal:	92.5	12	121,952	10,450
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<u>Academic Advising</u>				
Grade I	6	1	6,930	700
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Summary:	287.5	106.16	470,568	39,366
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Source: WKU Faculty Workload System, and the Office of the Vice-President for Academic Affairs.

broken down between WKU courses, \$339,902, and extended campus courses, \$130,666. Of the WKU course base cost, \$226,130 is assigned to the four colleges; \$5,940 to Academic Advising; and \$107,832 to Community College courses.

Presuming no changes were made in the total number of courses taught by PTF, an across-the-board pay increase of \$100 per course would cost WKU approximately \$40,000 (see Table 2). Extended Campus courses would absorb \$10,616 and on-campus courses would absorb \$28,750. Within WKU, the Community College would absorb \$9,250 of the projected increase, Academic Advising \$600, and the rest of the colleges, \$18,900 (CEBS \$2,300; Ogden \$5,600; Potter \$11,000). Again, assuming no change in the total number of courses taught by PTF, a \$100 increase in Grades I and

II only would have the following impact: \$2,433 for extended campus courses and \$11,483 for on-campus courses. On-campus course increases for Grades I and II only would affect CEBS \$800; Ogden \$1,300; Potter \$4,600; Academic Advising \$600; and the Community College \$4,183.

An analysis of the savings to WKU by using PTF reveals some interesting numbers. Let's presume (for the sole purpose of analysis) that a full-time instructor would carry a 12-hour load each semester and would receive \$24,000 on a 9-month contract basis. Seventy-two instructors would be required for on-campus courses and 26 for extended campus courses. Based on \$24K, these 98 instructors would cost WKU approximately \$2,352,000 (excluding payroll overhead costs such as FICA, KTRS, Health, etc.). By utilizing PTF, Western is saving a minimum of \$705,500 each semester (\$1.41 million per academic year). An analysis of the base cost per semester of each course taught by full-time faculty reveals that the average cost of instruction is around \$4,300 per course (Table 3). Obviously, there are financial advantages to utilizing PTF at \$990-1360 per course compared to over \$4,300 per course for full-time faculty. The financial advantages become even more attractive when payroll overhead costs for full-time faculty are factored into the equation.

Discussion

The use of PTF in the U.S. education system has been a topic for serious debate in recent years. Even the popular television magazine show "60 Minutes" referenced the use (abuse) of PTF in a segment on February 26, 1995, that focused on how few full-time professors seem to teach lower division undergraduate classes. A 1992 cover story in Academe (Vol 78(6) November/December 1992) reported on the use and abuse of part-time faculty.

An internal WKU task-force report in January 1992 recommended a number of improvements to PTF employment regulations:

- (1) Establish two categories of PTF: (a) Continuing and (b) Occasional;
- (2) Require Grade III employees to hold a doctorate or equivalent terminal degree;
- (3) Establish a range of stipends within the two proposed categories;
- (4) Allow PTF to earn 1.5 hours of tuition credit for every 3 credit hours taught;
- (5) Pay the employer's contribution to the KTRS for continuing PTF;
- (6) Provide proper orientation and mentorship within each department;
- (7) Evaluate PTF each semester;
- (8) Improve the recognition of the role of PTF within the academic community;
- (9) Invite PTF to regularly scheduled faculty meetings and other functions; and
- (10) Budget adequately each year for anticipated PTF expenses.

NONE have been implemented

Despite these recommendations, few positive changes have been made in the conditions of PTF since the report. Although Grades III and IV received a \$100 per course increase in 1993 (?), Grades I and II have not received any increase in compensation for several years. Moreover, PTF must wait until the sixth week of classes before receiving their first paycheck.

Informal discussions with PTF in the English, Geography, Music, and Community College reveal that many PTF feel ignored, unappreciated, and exploited by Western Kentucky University. Many PTF are not told they have employment until classes meet the first week of the semester. Some commented that it is almost impossible to schedule other employment because of a lack of planning by many departments. The term "Slave Labor" came up often in conversations, as did "We are the lowest on the totem pole and many full-time faculty ignore us and treat us as some sort of Untouchable." Treatment of PTF on the campus at WKU is poor at best. Insensitivity and outright ignorance about the role PTF play in the success of WKU add up to an unhealthy climate of distrust and suspicion.

Recommendations:

Part-Time Faculty play a vital role in the success of Western Kentucky University. This role should be acknowledged and adequately rewarded. The Fiscal Affairs Committee recommends the following actions:

- (1) Increase PTF stipends by \$100 across all Grades.
- (2) Institute a semester-based course evaluation system for PTF.
- (3) Institute a review process where PTF meet at least once a semester with their department head to discuss problems and to review course evaluations from the previous semester.
- (4) Change the payroll system so that PTF receive their first paycheck no later than the fourth Friday of the semester.
- (5) Encourage Department Heads to include PTF in departmental meetings and functions.
- (6) Encourage an attitude of respect and appreciation for PTF.
- (7) Establish two categories of PTF : Continuing and Occasional, as detailed in the 1992 Task Force Report on PTF.
- (8) Encourage Department Heads to apprise PTF of their potential employment situation PRIOR to the beginning of the semester.
- (9) Encourage the Administration, Deans, and Department Heads to continue reducing WKU's reliance on PTF. Adequately remunerated Full-Time faculty will serve the long-term goals of WKU better than a continued reliance on PTF.
- (10) Support and recognize the efforts of PTF at the College and University levels. Most PTF are exceptional teachers, dedicated to the educational mission, and eager to be a full partner in Western's academic community.

Table 3. Analysis of the Base Cost per Course,
Fall 1994, by College.

College	Total Courses Offered	Base Salary ^a	Average Cost Per Course
Potter	793	3,464,134.68	4,368.39
Ogden	826	3,576,820.69	4,330.29
Business Admin	159	1,593,558.51	10,022.38
Education & B.Science	502	2,146,467.98	4,275.83
Undesignated	10	N/A	N/A
Other	0	670,512.24	N/A
Community College	85	170,808.85	2,009.52
Total:	2,375	11,622,302.95	4,893.60

Source: 1994/1995 Faculty Salary Survey.

a = 9-month equivalent salary divided into two equal parts to represent the Fall and Spring semesters.

Exec. Meet - 9/15

7 ned will do minutes for Exec. Meetings -

Univ. Athletics Comt - Glenn Kahr,
Ogden

Selected
John Barnum, Linda Johnson,
Potter Fermin

Betsy Schoonfeld
CEBS

Reg. 3rd - Fac. Adv. Com to M. Pres.
? Connie Jesta?

Ask ^{Univ.} Comt members to submit reports to Senate - / Faculty - ~~not~~ should ask V.P. to ask Senate suggested reps.

Issues: Agenda -

Byd. - Comt will meet Wed. 9/6 afternoon -
Elect Fac. Regent - Oct. 11 - Nom. - Sept. 19

Comt. Vacancies - announce.

Academic Affairs - "moving to a new level"; Faculty governance;
Search for Business College Dean; Role of Assoc. / Consultant
Consultant hired to review candidates; contract dependent -
Person? Need Dean by Jan.

FSW - Fac. Sal. Survey by end of term; ^{Fast} why people got salary raises ^{outside} ^{EO}
Bring to Exec. before distrib. Trends, highlights. Unfairness, inconsistent
structure -

Fiscal Affairs - Follow-up WKU Foundation (verbal ^{promise to} fiscal)
- Part-time Faculty - recommendations - Survey PT Fac.
- Recruitment of minorities - funds vs results (to support effort?)
M.R. Task Force Report - what does it?!

PRC - Elected Dept. Chairmen re-visit the issue
- CEO concept running like a business - how pay-off - "foreign" to University (outcome assessment)
Quantify - \$ value - Public Service;

Resolution from last year - PRC

Comm. - Free press w/ liberal editorial comment. Can be anything we want it to be.
Univ. - more news oriented; Fac. Regent collection; Chair with something; Comt mem recruit
people to write; Get it on the network;

On-line - forum to ~~discuss~~ debate -

Agenda - Sylvia - minutes -