Adjunct Advisory Council

Operational Guidelines

I. Purpose

• To consult with and provide recommendations to the Director for Adjunct Excellence on proposed initiatives to promote adjunct integration, engagement and excellence.
• To inform the Director of adjunct matters in the schools and departments.

II. Council Operation

• The Council will meet monthly during each regular semester. No meetings will be scheduled in January, June, July and August.
• The Council will meet for not more than 90 minutes.
• Meetings will be held alternately at the Dobbs Ferry and at the Bronx campuses.
• The Director will set the agenda and chair the meetings.
• At the discretion of the Director separate meetings may be called for full-time or part-time faculty only.
• A secretary will be elected among the full-time faculty at the first meeting of the academic year. The secretary will take notes, distribute the minutes of the previous meeting and administer the archive.
• Members commit to keeping confidential all discussions and communications pertaining to the Council.
III. Membership

- At the end of August, the Director will request nominations from all the Academic Unit Heads as well as from all full-time and part-time faculty that have been at Mercy College for at least 2 semesters.
- The Director, in close consultation with the Director of OTEEL and the Vice-Provost, will appoint to serve on the Council from the nominees maximum two part-time and one full-time member for each School—Business, Education, Health and Natural Sciences, Liberal Arts, Social and Behavioral Sciences, Libraries—for a maximum total membership of 27 faculty.
- Members must be able to serve for one year in at least 6 of 8 meetings.
- Membership will be limited to two years.

IV. Responsibilities

- Members serve by attending in person, synchronously online via Blackboard Collaborate or by submitting not later than two days before the meeting a substantial contribution to items on the agenda.
- Members failing to serve for more than 2 unexcused meetings will be excluded from the Council.

V. Compensation for Serving

- As compensation for serving in 3 of the 4 meetings in one semester part-time faculty will receive $100.