



# Part-Time Faculty Council News and Notes

Volume 7, Issue 3

January 2021

**PTFC Meetings  
3:30 - 4:45**

**Spring Semester  
Online**

**Spring**

**01-25-2021**

**02-15-2021**

**03-22-2021**

**04-12-2021**

**05-02-2021**



*From the President:*

*Successes and Goals for 2020-2021*

I cannot consider 2020 as a lost year, although I have lost or let go of many things in my life that suddenly were not crucial to my happiness or peace of mind. And, in their absence, I have found other gifts in my life to make 2020 a good year for me. One gift has been the people in my life who have helped me journey through what could have been a very stressful year. Another gift has been the time that I have used to enjoy a slower pace. Notice that I did not say that I had abandoned my commitment to DKG, or my commitment to teaching at Kennesaw State University to prepare future teachers and school leaders, or my commitment to the Ladies Auxiliary at my church. I am still actively engaged and finding ways to make technology work to maintain relationships and fulfill commitments. I am still having a great time and finding peace in a more narrow space that refocuses my work and priorities. I hope that each of you has the opportunity to recognize and count your blessings no matter how they have come into your life.

So, let's look at the road ahead as we begin a new calendar year and work to complete another academic year that increases visibility, voice, and inclusion of part-time faculty. The Part-Time Faculty Council will capitalize on the successes of 2020. Those successes include a pay raise through the efforts of Dr. Ron Matson, our retired Assistant Provost, and the PTFC Task Force, the inclusion of part-time faculty in voting on the Plus/Minus by the Faculty Senate, the increased attendance at PTFC meetings due to the virtual format, and the inclusion of PTFC officers on a special committee that will present at the Faculty Senate meetings on January 25.

What lies ahead for us is increased engagement of representatives within the departments that they represent, hopefully through inclusion in departmental meetings. Better communication with all part-time faculty continues to be a goal. With the addition of James Stinchcomb to the executive board as a liaison to staff who are teaching part-time and the use of Diana Honey as a Representative-at-Large to department without representatives, communication is exploding in meaningful conversations about issues of concern to part-time faculty. We still have work to do! I look forward to a Happy 2021.

*Joanne Lee*



<http://ptfc.kennesaw.edu/documents/charter.php>

# Part-Time Faculty Council

## PTFC Minutes December 7, 2020

**DRAFT**

- I. Welcome – Dr. Joanne Lee opening the meeting and welcomed department representatives and part-time faculty in attendance. She introduced guest speaker Cristen Dutcher.
- II. Approval of Minutes – Secretary Yen Rodriguez announced that minutes were sent to representatives in the newsletter and asked if there were any corrections. Yvonne Wichman made a motion to approve the minutes as published, and Michael Perry seconded the motion. The minutes were approved unanimously.
- III. President’s Update – President Joanne Lee summarized the topics discussed at the Faculty Senate meeting. Senators discussed the methods of cross-listing courses and did not approve a motion to accept the proposed process.

The timeline for student course evaluations was altered. Students can now submit them 5 days after grades have been posted, December 22, 2020. Opting out, effective in spring 2021, once a student sees the grade the student will not be able to fill out an evaluation.

Representatives should be knowledgeable of what is happening in the department. While some departments do invite part-time faculty to meetings, many do not. Part of our focus in 2021 will be inclusion in departmental meetings.

#### IV. Old Business

James Stinchcomb, Michael Perry

1. Communications Committee Report
  - a) A PTFC list was established so that the executive committee can reach out with one email to all PT faculty on record. Also, there will be an area in Teams for PT faculty to upload documents and other related information for the greater good of the council.
  - b) The PTFC website has been updated with approved October meeting, agenda, and links. We will begin putting those items into the Teams Document area mentioned above.
  - c) Teams administrators will have the ability to invite additional members to join in to the PTFC Teams account.
  - d) The follow-up survey on Plus/Minus grades will be posted up there for review. Please send any follow up questions to the team.
2. Questions on Results PTFC Survey Teaching Assignments - None
3. Formation of Teams group for PTFC – Michael Perry and James Stinchcomb will review the Teams format and method for forming groups with the representatives at the January meeting.

#### V. New Business

Joanne Lee, James Stinchcomb

1. Survey Results Plus/Minus Grading System – James Stinchcomb summarized the results of the PTFC survey on Plus/Minus grading
2. Guest Speaker - Dr. Cristen Dutcher, Business Law, Coles College, was invited to talk about her charge from the Senate to understand why part-time faculty voted as they did on the Senate survey. According to the survey, 60% PT Faculty opposed while 70% of FT Faculty were in favor.

Dr. Lee asked Dr. Dutcher to review the initiative with the part-time representatives. Dr. Dutcher’s key points were as follows:

- a) Plus/minus grading was established to encourage students to perform well and not fall off toward the end of the semester and to create shorter goals to inspire students to achieve higher levels.
- b) Additionally, the plus/minus approach gives faculty space to give students the grade that they actually earned rather than a standard A or B.

# Part-Time Faculty Council

- c) Georgia State and UGA are the only two USG schools to currently offer plus minus grading.
- d) HOPE scholarship students will remain largely unaffected by plus minus grading.

Dr. Dutcher, Dr. Lee, Vice-President Michael Perry, and Staff Liaison James Stinchcomb will join Dr. Williams on a committee to present this information to the Faculty Senate.

**DRAFT**

## VI. Next Steps

Joanne Lee

- A. The next PTFC meeting is January 25, 2021.
- B. The next PTFC newsletter will be available prior to the January meetings.
- C. PTFC Representatives should confirm that they will continue to serve as the departmental representative for Spring 2021.
- D. Final grades and work hours need to be submitted by December 17.
- E. BOR Survey was to be sent out to all faculty. We will review feedback on fall semester when it becomes available..
- F. Please email Michael with any newsletter items
- G. Mandy McGrew announced that the teaching academy is still scheduled for Monday and Tuesday of spring break. The application process opens in January with a short application window.
- H. Dianne Honey shared information on Digital Education Rotational roundtable on Thursday from 12-1 on Dec 9 and 10. For information and the link, contact Steven Bartlett. An in-person training will be held on January 4.

## VII. Announcements and Questions

Joanne Lee

The meeting was adjourned at 5:00 p.m.

Minutes submitted by Yen Rodriquez 9/15/20

<http://ptfc.kennesaw.edu>

Dr. Joanne Lee	President	<a href="mailto:jlee102@kennesaw.edu">jlee102@kennesaw.edu</a>
Michael Perry	Vice President	<a href="mailto:mperry@kennesaw.edu">mperry@kennesaw.edu</a>
Yen Rodriquez	Secretary	<a href="mailto:yrodrig1@kennesaw.edu">yrodrig1@kennesaw.edu</a>
Diana Honey	Parliamentarian	<a href="mailto:dhoney@kennesaw.edu">dhoney@kennesaw.edu</a>
Yvonne Wichman	Immediate Past President	<a href="mailto:ywichman@kennesaw.edu">ywichman@kennesaw.edu</a>



# Part-Time Faculty Payroll Dates

## 10 Month Pay Groups

Ten Month Faculty  
Graduate Assistants  
Part-time Faculty

Payroll Period	Relocation Reimbursements Due to Payroll by 5:00 pm	SPA STRs Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2021	Jan 11, 2021	Jan 15, 2021	Jan 15, 2021	Jan 29, 2021
Feb 2021	Feb 9, 2021	Feb 15, 2021	Feb 15, 2021	Feb 26, 2021
Mar 2021	Mar 16, 2021	Mar 22, 2021	Mar 22, 2021	Mar 31, 2021
Apr 2021	Apr 15, 2021	Apr 21, 2021	Apr 21, 2021	Apr 30, 2021
May 2021	May 13, 2021	May 19, 2021	May 19, 2021	May 28, 2021
Jun 2021	See Summer Faculty Payroll Schedule			
Jul 2021				
Aug 2021	Aug 16, 2021	Aug 20, 2021	Aug 20, 2021	Aug 31, 2021
Sep 2021	Sep 15, 2021	Sep 21, 2021	Sep 21, 2021	Sep 30, 2021
Oct 2021	Oct 14, 2021	Oct 20, 2021	Oct 20, 2021	Oct 29, 2021
Nov 2021	Nov 12, 2021	Nov 18, 2021	Nov 18, 2021	Nov 30, 2021
Dec 2021	Dec 10, 2021	Dec 16, 2021	Dec 16, 2021	Dec 31, 2021



## Part-Time Faculty Council Meeting January 25

Please join your colleagues at the January meeting of part-time faculty at 3:30 on January 25 at the Teams link posted below. If you cannot make the meeting, contact your department representative for an update.

1. Hover over the link below “Click here to join the meeting.”
2. Click “Open Link” and join the meeting in Teams.

### Part-Time Faculty Council – General Body Meeting

1/25/2021 from 3:30 pm – 5:00 pm

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)



[Faculty Awards Home](#)

[USG Regents' Teaching Excellence Awards](#) +

[KSU Faculty Awards](#)

## Outstanding Part-Time Teaching Award

The Outstanding Part-Time Teaching Award is designed to encourage, reward, and publicly acknowledge sustained excellence in teaching by part-time faculty. The award recognizes excellence in teaching practices that reflect the highest standards pedagogy, a record of outstanding teaching effectiveness, the ability to inspire, promote, and sustain the intellectual

Evidence of reflective teaching.

### Eligibility

Any part-time teaching faculty with a minimum of two (2) years of service at KSU is eligible to be nominated for the award. Administrators with faculty rank are ineligible for faculty awards (i.e., receives a Contract for Faculty Ranked Administrators). Previous award winners of this award (under any of its previous names) are not eligible to apply again. The award recipient must be under contract at KSU when the award is presented.

### Award Amount

Each award consists of \$5,000.

### Number and Frequency of Awards

Up to one (1) award may be presented annually, selected based on the qualifications of nominees.

### Nomination Procedures

Each college is responsible for creating the process by which their nominees are chosen. College deans or their designees submit nominations. There are no limits on the number of nominees each college can submit. The selection committee can reactivate nominations submitted for 2 years after the original submission.

Nominations packets should include:

A completed [Cover Sheet](#) with signatures;

- A 3-5 page summary statement by the nominee highlighting their excellence in teaching in relation to the award criteria. The summary must be created using 12-point Times New Roman font with one-inch margins;
- A condensed curriculum vitae (2-3 pages);
- A support letter from the nominee's academic home chair; jointly appointed faculty may submit a joint letter from both chairs or two separate letters;
- A maximum of three letters in support of the nomination, in addition to the chair's letter;
- Multiple measures of teaching excellence;
- Any other appendix materials useful to build the case;
- All materials must be compiled into a single pdf document;

The packet must not exceed 20 pages. The Cover Sheet does not count toward the 20-page limit.

The selection committee will look for originality, creativity and productivity and for evidence of outstanding teaching and mentoring. Nominations will be evaluated by a university committee including one member from each of the degree granting colleges, and the Executive Director for Faculty Development and Recognition. Since members serving on this committee may not be experts in the nominee's field, it is important that nominations be submitted in language understandable to faculty in other disciplines.

#### Submission Procedure

To submit a nomination, the college dean or their representative should:

1. Prepare each nomination application as a separate file, ensuring the correct cover page for the award is attached as the first page of the file.
2. Click on the name of your college below to access the OneDrive folder where you will upload the nomination packet(s) for your college. If access is denied, please contact CETL at [ctl@kennesaw.edu](mailto:ctl@kennesaw.edu) or 470-578-6410.)

Click on the Upload button at the top of the page in OneDrive to upload each nomination file.

The college dean and each nominee will receive a confirmation email for their nomination within the next business day.

*It's all about  
teaching and  
learning.*