

Humanities Division Contingent Faculty Caucus:

Adopted, 12-11-15

Purpose:

The Contingent Faculty Caucus provides a mechanism within the Division's governance structure by which the concerns and input of contingent faculty are communicated to the Dean and Chairs and to the Division as a whole. One function of the Caucus is to provide feedback on the implementation of the Divisional Statement on Contingent Faculty (adopted in December 2013) and to suggest revisions and additions to this statement where necessary. The Caucus also provides a channel through which contingent faculty can offer input on faculty activity and culture at P.L.U. Finally, the Caucus provides a venue in which contingent faculty can share their experiences and seek mentorship and support.

Membership:

The Caucus consists of all contingent faculty teaching courses for the Division.

Officers:

The Caucus is presided over by a Chair, to be elected by the Caucus from among its members at its first meeting of the academic year. The Chair may be re-elected to subsequent terms; there are no term limits on the Chair position.

The duties of the Chair are: to convene and preside over Caucus meetings; to provide the Dean and Chairs Council with reports from Caucus meetings (in writing or in person); and to provide reports (written or oral) at regular Division Meetings at least twice a year, once in the fall and once in the spring semester.

The Caucus may also elect a Secretary to take minutes or notes at its meetings.

Meetings:

The Caucus shall meet at least twice per academic year, near the mid-term of the fall and spring semesters. Additional meetings of the Caucus may be called by the Chair or requested by any members of the Caucus. The Dean may, upon request of either the Dean or the Caucus, attend a regular meeting of the Caucus; alternately, the Dean may, in coordination with the Chair, convene an additional meeting in order to facilitate communication with the Caucus.

Responsibilities of the Dean:

The Dean works with the Caucus Chair to support and facilitate the work of the Caucus and to ensure the inclusion of its input into Divisional governance. The Dean organizes (but does not attend, unless by invitation of the Caucus) the first meeting of the Contingent Faculty Caucus in the fall semester. After a Caucus Chair has been elected, the Dean receives reports on Caucus meetings from the Chair and shares those reports with the four Departmental Chairs at the Chairs Council. The Dean shall ensure that a report from the Caucus is regularly included as an Agenda item on at least two Division Meetings per year, once in both the fall and spring semesters.