

## Information for Adjunct Faculty in the English Department and the First-Year Writing Program at the Storrs Campus.

- Although much of the specific information below pertains to Storrs Adjunct Faculty, information about parking, the health insurance reimbursement option, the Adjunct Faculty Committee, and the AAUP are relevant to all campuses.

**Offer Letters:** This is your contract. Offer Letters are almost always sent via email, although they must be printed out, signed, and returned as hard copies to the English Department. No scanned or electronically-signed contracts will be accepted.

**Pay periods:** Biweekly. All staff and faculty at UConn are encouraged to use Direct Deposit for their pay checks. Otherwise, checks are sent through campus mail—which takes longer.

**Mail:** The Mail Room is located to the right inside of the Main Office, Room 208 Austin.

**Adjunct Faculty Listserv:** This is a listserv for discussion and questions related to adjunct faculty issues. You must subscribe in order to participate. Instructions are below. Please use your UConn email address for the Listserv (due to filters and secure software).

Instructions to subscribe: Send an email to [listserv@listserv.uconn.edu](mailto:listserv@listserv.uconn.edu). In the body of the message, state Join ENGLADJ-L [your name here]. For example, if Eudora Welty wishes to join the listserv, in the body of the message she would type Join ENGLADJ-L Eudora Welty.

If you have problems in subscribing, contact Information Services at 860-486-4957 or

<http://helpcenter.uconn.edu/>.

**Offices:** Adjunct faculty are assigned space in a shared office. Offices are equipped with at least one desktop computer and one printer. The office assignments will be posted in the Mail Room. Assignments are made with a view to teaching schedules. Please exercise courtesy toward office mates. All teaching faculty need time to meet with students, grade, and prep classes. Certain times of the semester are busier than others—informing your office mates that you will be spending additional time in the office will alleviate potential “traffic” issues. It is possible to obtain temporary space for added office hours and/or larger gatherings with students, such as review or study sessions, by contacting the registrar. Please note that the computers in the offices have no storage space, so you will need to bring an external drive or store your work in Dropbox or some other cloud-based storage.

**Keys:** You may obtain keys to the office from Lori Corsini Nelson in Room 201D. ([lori.nelson@uconn.edu](mailto:lori.nelson@uconn.edu))

**Copy Machines:** First-Year Writing has a copier on the ground floor of Austin. Other adjunct faculty may get the access code to the copy machine in the Main Office (208) by contacting Claire Reynolds (Main Office, 208a; [claire.reynolds@uconn.edu](mailto:claire.reynolds@uconn.edu)). Please note that the University encourages placing pdfs of lengthy handouts on HuskyCT so as to save paper whenever possible.

**Office Supplies:** See Claire Reynolds ([claire.reynolds@uconn.edu](mailto:claire.reynolds@uconn.edu)).

**Repairs or technology concerns in Adjunct Offices:** See Claire Reynolds (Austin 208a; [claire.reynolds@uconn.edu](mailto:claire.reynolds@uconn.edu)).

**Instructional Matters Handbook:** At the beginning of the year the English Department head ([Robert.Hasenfratz@uconn.edu](mailto:Robert.Hasenfratz@uconn.edu)) sends this official document to all Storrs Faculty. An essential reference, this document contains information about department policies, grading, instructional concerns and other topics. All adjunct faculty should be aware of this information as a resource.

Also, anyone with concerns about teaching and student issues should speak with Hap Fairbanks, Associate Head (Austin 212) and direct supervisor of Storrs Adjunct Faculty. His e-mail is [Albert.Fairbanks@uconn.edu](mailto:Albert.Fairbanks@uconn.edu). Bob Hasenfratz, department head also is available for advice. First Year Writing instructors should contact Lisa Blansett, Associate Director of First Year Writing ([Lisa.Blansett@uconn.edu](mailto:Lisa.Blansett@uconn.edu)).

**Center for the Excellence in Teaching and Learning (CETL):** This UConn office operates as a resource for those seeking input on their teaching. They offer staff for classroom visitation and other teaching review services. Adjunct faculty may also request full-time faculty in their area of specialization to visit a class session. These visits should be arranged directly with the full-time person.

<http://cetl.uconn.edu/>

**Parking and Health Care Options:** See the English Department Website.

It is now possible to apply for parking decals/hangers online from the Parking Services website <http://park.uconn.edu/obtainingrenewing-a-permit/>. Adjunct faculty will need to attach their offer letter (which is usually sent electronically). While online application is convenient, it can take 2 weeks for the permit to arrive. Going to the Parking Office in person will result in faster service.

Pricing information is available here <http://park.uconn.edu/employee-rates-and-fees/>. Note that fees for tenured/tenure track faculty are determined by means of a sliding scale, while the fee for adjuncts and other part-time employee is \$35 per semester. Please see the pdf of Storrs parking areas:

<http://web.uconn.edu/parking/images/parkmap.pdf>

NB: At Storrs and at the Health Center, there are limited free spaces designated on the map as Area 3--these are on the periphery of the Storrs campus and colored yellow on the map. One still needs a decal/hanger indicating Area 3 in order to access this free parking.

The Internal Organizer of the AAUP, Chris Henderson, has made inquiries to Parking Services to ascertain the earliest date an adjunct is eligible for parking--this year's parking hanger (2017) is available about one week before the semester begins.

According to the Parking Services policies, **a decal/hanger issued at any regional campus may be used to park in an equivalent area (Area 2 or garage) at Storrs, and vice versa.** The

hand-scanners used by Parking Services employees allow them to look up your license and determine instantly whether parking is paid for, even if your decal says garage or Waterbury. Any adjunct who feels they have received a ticket unjustly should know that

- they are allowed one free ticket per semester according to the AAUP contract;
- the AAUP should be informed if any legitimate appeal is denied. (There is a strict time frame for appeals, so please don't wait long after getting a ticket. Please see the official clause below.

### **AAUP MEMORANDUM OF AGREEMENT No. 6 PARKING**

“If an increase in parking fees is contemplated during this contract, the University agrees to negotiate with the AAUP, prior to recommending an increase to the Board of Trustees. The AAUP will have a representative on the Parking Advisory Committee. Bargaining unit members will be afforded one “free” ticket per semester where it can be demonstrated that the member had paid for parking and none was available (handicapped and fire lanes excluded).”

This information is on the Parking Services website and a condensed version of it is part of the Adjunct Faculty Orientation (which you can review at any time). Much additional information is provided through the mandatory online Adjunct Orientation created by the Human Resources Department.

#### **AAUP:**

This is the official bargaining unit for UConn Adjunct Faculty. Their website has information and the latest Agreement with the state (<http://www.uconnaaup.org/>). Adjunct faculty should be aware that in the event of a problem which requires AAUP support, an AAUP staff member should be present at the hearing. Contact the AAUP general office number: 860-487-0450.

**Adjunct Faculty Committee:** This is one of the official department committees and its function is to address English Department adjunct faculty concerns across the UConn campuses. The committee meets to discuss problems/concerns specific to adjunct faculty. Minutes are sent to the Adjunct Faculty listserv. This committee oversees the election of the Adjunct Faculty Liaison who represents the adjunct faculty and reports back to the Adjunct Faculty Committee and listserv. The 2017-18 liaison to the English Department is Sam Robinson.

The Adjunct Faculty Committee members, 2017-18: Ruth Fairbanks (chair); Lisa Blansett (Storrs); Nicholas Brown (Storrs); Wayne Franklin (Storrs); Mary Gallucci (Storrs); Sam Robinson (Waterbury); Fiona Somerset (Storrs Faculty).

Adjunct Faculty Committee members may be contacted regarding adjunct faculty concerns. Minutes of Adjunct Faculty Committee meetings are sent to the Adjunct Faculty listserv.

## **Adjunct Faculty Health Insurance Reimbursement Option 2017-18**

The initial English Department Adjunct Faculty Task Force (2015-16) researched the UConn HR terms and conditions whereby adjunct faculty who teach 9 or more credits per semester at Connecticut State Higher Ed institutions but who are limited to two courses per semester at UConn have the option for significant partial reimbursement of the health insurance premium. The reimbursement is payable once a year at the end of the spring semester. The pertinent information from HR is indicated below. The link to the State Comptroller's Memorandum noted in the HR information is also included below.

### **From UConn HR Website:**

#### **Special Notes for Adjunct Faculty Who:**

- **Are contracted to teach at least one course each semester and enroll for health insurance**
- **Teach nine or more credit hours per semester across multiple State of Connecticut University/College Systems**

The Office of the State Comptroller issued an Interdepartmental Memorandum on August 10, 2007, regarding State Sponsored Health Insurance for Adjunct Faculty. Effective with the 2007 fall semester, adjunct faculty hired to teach nine or more credit hours in aggregate per semester across multiple State of Connecticut university/college systems are eligible for partial reimbursement of their health insurance premium costs subject to a number of conditions identified in the memorandum. Adjunct faculty will be billed monthly (from Sept. to May) for the premiums. Interested adjunct faculty should review the conditions established by the Comptroller's Office memorandum.

The refund amount will vary based on the health options selected and dependents covered, as identified on the "Health Insurance Refund Calculation" (see below).

As a separate item, adjunct faculty who elect group health insurance and who are contracted to teach at least one course each semester of the academic year have the option to be paid over 26 pay periods. This will provide continuous health insurance eligibility over the full year. For clarification of this option, contact UConn HR Benefits for clarification.

<http://hr.uconn.edu/adjunct-facultytemporary-employee-benefits/>

- State Comptroller's Memorandum:  
<http://www.osc.ct.gov/2007memos/interdepartmental/healthins.htm>

The refund amounts per plan are substantial as the UConn HR pdf here shows.

- The Adjunct Faculty Refund Calculation Chart:

<http://web2.uconn.edu/hrnew/docs/adrefca.pdf>

## **Steps for Enrollment and Reimbursement**

1) To be eligible for the reimbursement the adjunct faculty employee must select the appropriate health plan from those listed on the HR website page for Adjunct Faculty Health Plan options, must complete the health enrollment plan form, and must submit the form to HR within one month of being hired.

2) So, if a signed employment contract is submitted to HR on August 20, 2017, the health enrollment plan must be submitted to HR by September 20, 2017. Essentially the formula is that enrollment contract may be submitted within one month of the semester's start. The health enrollment form pdf is below. The form also indicates the monthly premium costs:

[http://web2.uconn.edu/hrnew/docs/Adjunct\\_Faculty\\_Enrollment\\_Form\\_16-17.pdf](http://web2.uconn.edu/hrnew/docs/Adjunct_Faculty_Enrollment_Form_16-17.pdf)

3) For questions about health insurance plans, enrollment dates specific to your date of employment, and other concerns please contact HR for the enrollment form. UConn Payroll tracks the form and payment process.

5) Jessica Lowrey-Manning is the UConn Payroll contact person for adjunct faculty ([Jessica.Lowrey-Manning@uconn.edu](mailto:Jessica.Lowrey-Manning@uconn.edu)) and may be contacted for information at 860-486-0957.

6) Payroll enacts a payment plan and premiums are paid once a month, generally at the beginning of the month, to UConn Payroll.

7) The Refund Calculation chart pdf (see above) shows the rate of refund per plan.

8) The HR link is included here but please also visit their website.

HR Adjunct Faculty Health Insurance Information:

<http://hr.uconn.edu/adjunct-facultytemporary-employee-benefits/>

9) Payroll tracks the payments and total number of credits taught in the fall and spring semesters. Payroll sends information about the credits, full payment of premiums, total amounts for all eligible adjunct faculty to the State Comptroller's office which will then issue a refund directly to the adjunct faculty member at some point after the spring semester. Payroll will have specific information about that projected reimbursement date.