

Representation of Adjunct Interests in the Department of Modern and Classical Languages

Justification: The adjuncts are an important constituency in the Department of Modern and Classical Languages. It is appropriate that their concerns are heard and that they have representation vis-a-vis the General Language Coordinators, the Chair and in departmental meetings. To achieve that end, the following procedure is to be followed:

- the Chair calls a meeting of the Adjuncts (excluding those also functioning as TA's) within the first few weeks of the beginning of the academic year:
 - the General Language Coordinators of divisions with Adjuncts also attend;
 - the Chair and the General Language Coordinators take advantage of this opportunity to discuss adjunct concerns and to follow up on them if feasible;
 - at that meeting and on the basis of nominations, the Chair officiates the election of an Adjunct Representative and an Alternate Adjunct Representative, who serve for one year;
- the responsibilities of said Representative are:
 - to meet regularly with fellow Adjuncts;
 - to represent adjunct interests and concerns vis-a-vis the General Language Coordinators and the Chair in regular meetings with them and, if appropriate and in agreement with the Chair, to bring those interests and concerns forward to departmental meetings;
 - to attend all departmental meetings in a non-voting capacity;
 - to report back to fellow adjuncts about relevant issues brought up at the departmental meetings;
 - to delegate any of the above responsibilities to the Alternate;
- in the event of the discussion of a sensitive issue at a departmental meeting and at the Chair's discretion, the Adjunct Representative may be asked not to attend a particular departmental meeting or a portion thereof;
- the General Language Coordinators of divisions with Adjuncts and the Chair meet at least once with all adjuncts during the spring semester to discuss concerns and, if feasible, to follow up on them.

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