

Financial and Administrative Policy
Minutes
17th Meeting, AY 2022-23
Monday, February 6, 2023, 9:00 am
Meeting held remotely; Zoom meeting ID: 997 1982 8892

Members: David Spanagel (HUA, Chair), Hal Walker (CEAE), Rob Dempski (CBC), Joe Sarkis (BUS), Kris Sullivan (Associate VP of Academic Affairs), Mike Horan (Executive VP and CFO, *Ex Officio*)

1. The meeting was called to order at 9:03am
2. Agenda was approved
3. The Minutes of the 16th meeting were approved as amended
4. Adjunct Compensation Overview

Kris Sullivan gave an overview of adjunct compensation at WPI. He noted WPI currently hires 175-200 adjunct faculty per year in the four schools (Arts and Sciences, Business, Engineering, and the Global School), in addition to several in the corporate programs (within Graduate and Professional Studies). Adjunct faculty play an important role in the teaching mission of WPI. One critical role they play is serving as a bridge between when a faculty member retires and a new one is hired.

Kris Sullivan also outlined the process for budgeting and hiring adjunct faculty. He emphasized it is a decentralized process that starts with the department heads. In February each year, department heads finalize teaching schedules and identify teaching needs. They then submit a request for adjuncts to their Dean. The Deans review the requests and submit a final request for their school to the Provost's office. The Deans office is in charge of the hiring/contracting process. Beginning this year, Deans have been given the authority to manage vacancy salaries (i.e., salaries for faculty that were committed but not hired, or those who have left positions during the academic year). This gives the Deans greater agility to utilize funds to meet teaching needs. He noted the Graduate School operates in a similar way, with the graduate school negotiating contracts. Kris Sullivan noted expenditures on adjunct faculty have remained relatively stable over the last few years.

One member of FAP noted that pay rates for adjuncts vary widely across campus due to market conditions. In some areas or disciplines, adjuncts are very hard to come by and may require higher salaries to attract them. FAP posed the question whether WPI should carry out a benchmarking study and potentially set pay ranges for adjuncts. Kris Sullivan suggested that department heads generally know the market best in their disciplines, and as a result, salaries likely stay within market rates. FAP did note, based on a FAP meeting earlier this academic year,

that compensation for adjuncts doing project advising varies in the summer compared to the academic year.

With this overview, Chair Spanagel asked the committee to reflect on this information and think about next steps, if any.

5. Budgets for Shared Academic Spaces

Kris Sullivan outlined the process by which budgets are established for shared spaces. This was in response to a question by FAP specifically about whether department heads have input into the budget process for Gateway. Kris noted that for Gateway, budgets are developed by the Advisory Committee for LSBC which includes staff as well as department heads. The Vice Provost for Research (Bogdan Vernescu) serves on this committee as well. Kris Sullivan noted every department head has the opportunity to request funds for space-related projects (e.g., renovations). Deans and the Vice Provost for Research review requests and prioritize projects. Requests then go into the budget process for all capital projects on campus. One member of FAP noted this process relates only to capital projects, and asked about how maintenance and operating expenses are budgeted. Kris Sullivan noted that the process for operating expenses and maintenance is less defined. If a major piece of equipment breaks, for example, departments typically pay to have it fixed or replaced. If funds are not available, then requests can be made to various offices on campus through an ad-hoc process. He noted LSBC also has a budget for operating expenses and recently developed a major list of equipment and maintenance needs. One member of FAP asked how the Advisory Committee for LSBC can have greater input on this list of equipment and operating/maintenance needs. Kris Sullivan suggested this is something the VPR can oversee as a member of the committee.

6. The meeting was adjourned at 10:03am.

Respectfully,
Hal Walker
FAP Secretary