Questions to determine if adjuncts are eligible to be part of the FNTFO

Must answer **"Yes"** to **all** of the following:
1. Does the employee **have a teaching assignment in the semester we are determining** FNTFO membership for?
2. Is the employee **Non-tenure track**?
3. Does the employee provide **direct classroom instruction** at the **Big Rapids campus**?
4. Is the employee teaching **3 or more credit hours** (.25FTE) **in the fall and/or spring semester in the current academic year?**
   OR
   Has the employee taught **3 or more credit hours** (minimum .25FTE) **for two semesters within the previous four consecutive semesters** (fall & spring semesters only; do not count summer)?

Must answer **"No"** to **all** of the following:
5. Is the employee in **another bargaining unit**?
6. Is the employee a non-tenure track **clinical employee** in CAHS, PHR or MCO?
7. Does the non tenure track employee's **cumulative non-Big Rapids campus** direct classroom instruction credit hours **exceed** their **cumulative Big Rapids campus** direct classroom instruction credit hours during the **previous four (4) fall and spring semesters**?
8. Is the non-tenure track faculty employed **solely** to provide **on-line instruction**?
9. Does the non tenure track employee's **cumulative on-line instruction** credit hours **exceed** their **cumulative Big Rapids campus direct** classroom instruction credit hours during the **previous four (4) fall and spring semesters**?
10. Does the **primary assignment** for the non-tenure track faculty involve supervising, coordinating, counseling or advising students as it relates to internships, student teaching, practicum and observation?
11. Is the employee a **visiting professor** with tenure or tenure track status at another institution of higher education?

If you answered **YES to ALL questions #1-4 AND NO to ALL questions #4-10**, the employee **is a member of the FNTFO.**

If you answered **NO to ANY question in #1-4 OR YES to ANY question in #4-10**, the non-tenure track faculty **is NOT a member of the FNTFO**. They will have a "J" assignment.