

**Committee on Non-Tenure-Track Faculty**

**Meeting Notes**

Tuesday, April 10, 2:30-4:00pm

392 Lory Student Center

**Faculty Attending:** Jenny Morse (chair), Matt Camper, Natalie Barnes, Tobin Magle, C.W. Miller, Patty Stutz-Tanenbaum, Dan Baker, Leslie Stone-Roy, Mary Van Buren, Steve Benoit, Joseph DiVerdi.

1. **MINUTES approved from** March 20, 2018
2. **CHAIR ANNOUNCEMENTS & UPDATES**
   1. Matt Hickey and Zinta Byrne regret missing the scheduled presentation to CoNTTF and have rescheduled to present the new LENS evaluation system at the May 1 meeting.
   2. Gwen Gorzelsky and TILT are developing a "teaching squares" method to develop teaching effectiveness that integrates with the new LENS system. This provides opportunities for faculty from diverse departments to work together to improve their teaching methods, and provides artifacts that can contribute to faculty teaching portfolios for consideration during promotion reviews.
   3. Several committee members' terms are ending, and nominations for new members (or continuation of current members) will have to go through the CoFG process.
   4. Selection of chair and vice chair for CoNTTF for the next year also needs to occur. Submit nominations to Jenny Morse before the May 1 meeting, and a vote will occur then.
3. **ACTION ITEMS / DISCUSSION** 
   1. The committee's next steps after the passage of the proposals in Faculty Council was held, under the assumption that the Board of Governors will approve the changes. Lingering confusion among departments (CLA in particular) is a concern, so CoNTTF may want to help by providing some clarifying communications.
      1. We may want to distribute a document explaining the impact of the proposal on departments and colleges, in practical terms.
      2. We may want to offer to visit department heads and deans to help answer questions and clarify impacts. This should certainly wait for Board of Governors approval, and should probably occur after a discussion with H.R. about the process of appointment conversions, but sooner is better than later, given confusion in departments.
   2. Steve Benoit suggested inviting a representative of H.R. to help the committee understand how the transition to the new appointment types will work. Do all faculty transition automatically within H.R., or do department heads have to transition each person individually? How long do department heads have to make these transitions? Does a transition from temporary to adjunct retain service time toward the limits on length of those appointments?
   3. Joseph DiVerdi suggested contacting Tony Frank to establish regular (quarterly?) meetings with the chair of CoNTTF to improve awareness and visibility of NTTF issues.

**Adjourn**

**Jenny wrote to Tim and Dan separately:**

CoNTTF is pretty excited that CoRSAF and CoFG's motions were passed at Faculty Council two weeks ago. We're wondering what we can do to help with the transition and support departments and chairs moving forward, assuming the changes are approved by the Board of Governors.

Thinking about that, we have some questions:

* Do you know how the changes will be implemented?
* Who will coordinate with HR and how?
* How will department heads determine the appropriate appointment types for their employees? Should there be an education session for them?
* Who will write new appointment letters and when will they be available on the Provost's website?
* How can CoNTTF best support this process?

If it's better to talk about these things, maybe we can meet for coffee this week or next?

**Dan’s response:** Our office (me) will work with FC leadership and your committee (and HR) as we implement the changes. This will also include messaging to and training for departments/ colleges about how they  should incorporate these changes in their practices. I expect to start this process toward the end of the semester and into the summer.

**Tim’s response:** I can answer some of your questions now and I’ll  be finding out answers to others in the near future.  The changes will be implemented as soon as the Manual changes are approved by the Board of Governors.  This should happen soon.  I have already spoken to Rick Miranda about HR’s role in this.   The portion of the motion passed by FC that does not involve a change to Manual wording will be a charge to HR.  I’ll be communicating with Administration to make sure all the actions required of HR happen.  I am hoping that Dan Bush educates department heads on their new responsibilities relative to NTTF.  I will be sure to stay on top of that and may attend meetings Dan has with department heads on these new policies.  The Provost’s Office does appointment letters, in conjunction with OGC.  If any problems arise in your view please let me know.  I don’t know yet what CoNTTF can do to support the process.  I very much appreciated the offer.  I think we need to allow these changes to unfold and to speak up if the promised policy changes are not delivered.  I have already spoken of this to the administration.  I pointed out that annual performance reviews for NTTF were mandated in the Manual several years ago but only this year is there an audit of this requirement being done of all department heads.  I let it be known that I expect these new policies to be enforced more quickly.

     Let’s wait a couple of weeks and then meet.  I might learn something new at the Council of Deans meeting tomorrow.