

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

**Meeting Agenda**

Tuesday, August 27th, 1:30-3:00pm

392 Lory Student Center

Attendees: Denise Apodaca, Dan Baker, Steve Benoit, Ashley Harvey, Megan Hollis (INTO), Suellen Melzer, Jenny Morse, Natalie Ooi, Christine Pawliuk, Leslie Stone-Roy, Mary Van Buren

Minutes: Steve Benoit

Approval of minutes: approved (moved by Mary Van Buren, seconded by Suellen Melzer)

Discussion of action items:

* Grad school bulletin: Senior & master instructor can be on and chair committees. Does this allow people with masters degrees to sit on a committee for a Ph.D. candidate? Yes, by this document, but department codes may be able to override this (make restrictions more specific). This is a question – is this document at the level of a Faculty Manual rule (which trumps department/college codes), or not? We would like clarification… Jenny believes the requirement to hold a Ph.D. is present but listed elsewhere and still applies, but will check with Mary Stromberger. The proposal rationale mentions Matt Camper, who has a masters and is sitting on committees today – it’s not known if he’s chairing any such committees now.
* Dan’s exercise: Notes and presentation from the ASEE meeting session on NTTF and workshop. Team from Washington University (St. Louis) had developed a worksheet to help think about issues relating to NTTF. The table checklist is a nice summary of issues to think about. In general, we are doing OK on most items, and the list may not be comprehensive, but we could break out into groups and look at items to see what issues we may want to work on.
* INTO: Megan Hollis described current status: INTO is part of English, and should follow English code (one message), but they also get conflicting message that they should develop their own code. Dean Withers has said INTO being part of English is a technicality – a home department that’s required administratively, but English has no practical role in running INTO. We need to understand the issues more clearly – Megan said that INTO faculty want to have the same opportunities as other faculty on campus. INTO administration has been “fairly supportive” of this – they were just allowed to start an NTT committee within INTO. The salary floor does apply to INTO faculty. All are on 9- or 12-month appointment, most have converted to continuing appointments. New people are being hired below 50% to prevent having to grant continuing appointments or hired as non-student hourly. This is something to investigate further.
* Web site: no changes so far. Christine has volunteered to act as the web master. The site has been transferred (as-is) to the new system, but no changes have been applied. Christine will contact people who are interested to work on redesign.
* List of all NTTF by department/college: Jenny working on this, maybe we can build listserves or put the information on the web site. Dan mentioned that the difficulty is having someone in charge of listserves who knows how to manage them. Existing listserves should be used rather than re-inventing. We need a list of NTTF (outside of listserves) so we can contact NTTF for any purposes. There may be restrictions on what we can/can’t do with the lists of NTTF contacts. Mary: There are two goals: (1) to organize, and (2) to communicate. We can’t use the same thing for both – can we generate a separate one for organization? We could (as individuals), contact members of the list for non-University business, but the listserve should be used only for Univ. business. The web site could host the list and information on off-campus groups. Is it still valuable to have a listserve if we have the list? An advantage of the listserve is that they are public and can be used as a communication channel. It should be a task for each CoNTTF member to help keep the list for their college accurate and up to date, and to disseminate information to NTTF in their college. College committees reps from departments can help to check department lists. We could hold off until the web site changes are done and then work on the lists (and include links to existing listservs, with a note indicating it’s only for university business). Dan will get a fresh list from IR on Oct. 1st – perhaps the web site will be in a state where this can be included at that time. Also, we have not yet received any information from Dan Stephen on his activities.
* Campus equity week (the last week of October): The CLA NTTF group typically makes this event happen, but they have asked for help with planning. Mary Van Buren has offered to help, and Denise will be there as well. The college NTTF committee has not elected a chair yet. The college NTTF committee meetings are every other Monday at 8AM (next is Sept 9th).
* The Standing Committee of Women Faculty asked for input from CoNTTF for a meeting with president McConnel regarding some instances where colleges are finding ways to work around the approved changes. Should there be University-level monitoring of compliance? INTO might be a place where these issues are happening.
* Jenny: The portion of tenure-line faculty who are women is 38% and falling. There needs to be an equity review of NTTF after the changes are implemented (salary floor, promotions, etc). There should also be a floor for teaching – regardless of department. Ashley: IR will be doing such a review this year – they want highest degrees earned updated, so we may need to re-visit HR reps in colleges to make sure things are up to date.
* President McConnel’s email: Meetings over the summer stressed the importance of promotions for NTTF without phasing in – the president’s email confirmed this. However, one issue is that STAs that converted to senior instructors had their promotion “clock” reset to zero when they were converted and must wait 5 years for eligibility for promotion to master instructor. A second issue is the requirements for external letters as part of the promotion process. Dan Bush says the onus for getting external letters is on the department, not the individual. Three of the five come from within the university (outside your department), two come from external sources. Getting letters for teaching may be more difficult than getting letters for research.
* STAs that were promoted before will now get the pay raise, but what about those that made a different transition without a pay bump? Like Instructor to Assistant Professor, for example. Jenny will ask that question of Dan Bush.

Adjourned.