

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

**Minutes**

Tuesday, March 5, 1:30-3:00pm

392 Lory Student Center

Attendees: Jenny Morse, Leslie Stone-Roy, Suellen Melzer, Leann Kaiser, Dan Baker, Natalie Ooi, Mary Van Buren, Steve Benoit, Marie Legare

Meeting Began: 1:39

1. **MINUTES TO BE APPROVED**
	1. CoNTTF Meeting Minutes – Feb 19, 2019 - approved
2. **CHAIR ANNOUNCEMENTS & UPDATES**
	1. Meeting Minutes: Leann Kaiser Minutes 3/26: Leslie Stone-Roy
	2. Dan Bush confirmed for March 26th
	3. Ashley Stokes confirmed for March 26th
3. **ACTION ITEMS / DISCUSSION**
	1. Guest: Marie Legare (CoRSAF)
		1. March 5 Faculty Council NTTF Topics
			1. E.12 (promotion): Will discuss service/outreach/engagement for all faculty.
			2. E.11 (early contract termination): Department heads need to inform faculty about the appeal process and timeline.
		2. E.12.1 (teaching and advising): CoRSAF is discussing with relevant campus groups what this section now says and what needs to be improved. Topics to address include:
			1. Department codes should define what effective teaching is. Should also provide guidelines for what meets/exceeds/superior means.
			2. Codes should define faculty effort for teaching loads.
			3. Define contributions of faculty effort for undergraduate and graduate advising and mentoring and criteria for evaluating effective advising/mentoring.
		3. Jenny: Concern in CLA that STAs cannot/will not be converted to a contract appointment. Marie: This is not the policy of the Faculty Manual.
		4. Jenny: Concern that folks will be converted to lowest possible rank. Marie: This decision should be a discussion between a faculty member and the department head.
		5. Mary: (E.2.14.g) Concern that NTTF need to have at least 10 semesters as a continuing faculty before converting to contract. Jenny: This was meant to mean that a NTTF has the right to request a contract after 10 semesters, but can be converted earlier. Marie: This needs to be clarified in the Faculty Manual.
		6. External Letters: Discussion on how external letters would work for NTTF promotion, if there would be another type of external criteria/measurement, or if this is necessary.
		7. Natalie: Concern that only faculty funded on 13 (RI) accounts will have money available for promotions (not 12 – online – accounts).
	2. Additional questions and concerns for Dan Bush at March 26th meeting
		1. Possibly 350 NTTF eligible for promotion. Dan Bush noted a concern (in an email response to Jenny) that all 350 cannot be promoted in the same year (financially).
			1. Daniel: Number of NTTF, non professor, non temporary (potentially eligible for promotion): 488. $3.15 million would equal 10% of the salaries for these 488 faculty.
		2. Address if NTTF on the professor track need to have a research percentage.
		3. External Letters: Discussion on how external letters would work for NTTF promotion, if there would be another type of external criteria/measurement, or if this is necessary.
		4. Concern that only faculty funded on 13 (RI) accounts will have money available for promotions (not 12 – online – accounts).
		5. Additional items identified by Jenny.
	3. CLA Faculty: Want to start a petition to increase NTTF faculty salaries. Would this affect any CoNTTF initiatives? None that the committee could determine.

**4) Adjourn: 3:05**