

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

**Meeting Agenda**

Tuesday, May 7th, 1:30-3:00pm

392 Lory Student Center

**Attendees**: Jenny Morse (chair), Suellen Melzer, Daniel Baker, Leann Kaiser, Christine Pawliuk, Steve Benoit, Denise Apodaca, and Zachary Vaishampayan. **Guest**: Dan Stephens, Dean Ben Withers

**Absent**: Leslie Stone-Roy, Mary Van Buren

1. **MINUTES APPROVED**
	1. CoNTTF Meeting Minutes – April 23, 2019 (p. 2-3)
		1. Christine motioned, Sue Ellen seconded
2. **CHAIR ANNOUNCEMENTS & UPDATES**
	1.
3. **ACTION ITEMS / DISCUSSION**
	1. Annual Elections
		1. Chair:
			1. Nominations – Jenny Morse
			2. Elected – Jenny Morse
		2. Vice Chair:
			1. Nominations – Steve Benoit
			2. Elected – Steven Benoit
		3. Website Manager –
			1. Nominations – none
			2. Elected – tabled election until Fall 2019
	2. New NTTF group proposed [Dan Stephens]
		1. Benefits:
			1. Encourage communications,
			2. Social connections
			3. Network across groups on campus (students, faculty, custodians, etc)
		2. Strategies
			1. Weekly meetings held in various locations/times
			2. Maximize meeting in restaurants/bars for socialization
			3. Open membership to all NTTF (and including friends, families, and supporters)
			4. Annual elections - Possible co-chairmanship and other elected offices
		3. Feedback
			1. (Natalie) – Should add information to orientation presentation and/or contacting new NTTF directly
			2. (Steve) – Clearinghouse for professional development
			3. (Natalie) – Are weekly meetings too often?
			4. (Zachary) - Other structures, rotating meeting/gathering both formal/informal
			5. Plan moving forward: Dan Stephens will set up schedule for Fall 2019 and will work with CoNTTF to help publicize
	3. Dean Ben Withers at 2pm
		1. Round of introductions
		2. Overview by Dean Withers (College of Liberal Arts)
			1. Many recent changes had origins in
			2. New challenges ranking system
			3. Chair’s retreat in June and August related to changes in faculty manual. Revisions of Dept code in January. 13 departments and 3 undergraduate programs. Worked to create consistency among groups
			4. Faculty manual is the top level of governance. Department could contradict College code, but department codes cannot contradict faculty manual.
				1. Examples: College code graduate programs purview of tenure track faculty, Dept. of History allows NTTF to vote on graduate programs
			5. Promotion: NTTF language built from a prior appendix from college code
			6. Waiting to get details from the university related to promotion scheduling
				1. Dean Withers recommended that STA automatically promoted to Senior Instructors (including 10% pay increase)
		3. Discussion of promotional pay for general education funded vs. locally funded
			1. Not an issue for CLA as all NTTF are general education funded
		4. CLA creates an $80 million dollar surplus in the amount of tuition revenue that goes elsewhere in the university, but acknowledges that the non-major CLA students wouldn’t be taking CLA classes unless they were @ CSU completing other degrees.
			1. 20% reduction of students in CLA majors (due to enrollment shifts)
			2. Fraction of university students in CLA is decreasing over time
		5. Recent challenge, PhD-ABD (all-but-dissertation) students disallowed from recent changes in faculty manual from serving as NTTF. CLA has worked to create a system to keep ABD instructors teaching.
		6. Dean Withers requested feedback/discussion from CoNTTF members as to the challenges for NTTF
			1. Contracts vs. continuing appointments. (Jenny) Concerns that contract employees will be moved to continuing. (Withers) Continuing appointments are not only easier to administer but can also be used securely
				1. 2 years ago CLA had 7 contract employees (outside of English), as of Fall 2019 40 employees will be on contracts
				2. (Jenny) Supported that staggering contracts would be best for administration
			2. (Withers) Governance for NTTF (i.e. Service) needs to be discussed/compensated and could be formalized in contracts
				1. English (and a few others?) pays supplemental pay for committee service
				2. Other CLA departments would like to provide supplemental pay for committee service
				3. (Ooi) In Natural Resources service is a requirement for promotion
			3. (Jenny) Are there ways to provide communication pathways from NTTF up to the Dept Heads, Deans, and Upper administration? (Withers) As much as possible take a goal driven approach – while acknowledging that individual employee challenges exist. Current danger is a shift in responsibility from tenure track to NTTF.
			4. (Denise) Curious as to the state/progress of salaries in CLA. (Withers) Need to address multi-levels of issues: promotional pay increases, salary minimums, scaffolding of pay for all levels.
			5. Honors is a separate entity underneath the provost (independent from CLA). Don Michaels is the head of Honors and reports to Kelly Long
			6. INTO separate agreement with the INTO corporation, replaced a homegrown older organization. Agreement is that the English Dept. would provide an appointment for INTO employees, but CLA does not hire, manage teaching loads, etc of INTO faculty.
				1. Currently considering reduction from 12 to 9 month appointment due to declining enrollments

**4) Adjourn @ 3pm**