

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

**Meeting Minutes**

Tuesday, October 30, 1:30-3:00pm

392 Lory Student Center

**Attendees:** Patty Stutz-Tanenbaum,Jenny Morse, Christine Pawliuk, Sue Ellen Melzer, Steve Benoit, Dan Baker (notetaker), and Mary Van Buren

1. **MINUTES APPROVED**
   1. Meeting Minutes for Oct 16, 2018 approved: Steve moved Patty seconded
   2. Steve is next month Nov 13
2. **CHAIR ANNOUNCEMENTS & UPDATES**
3. (Jenny) Update on administration / faculty council leadership interaction.
4. **ACTION ITEMS / DISCUSSION**
5. The Section E.11 proposal CoRSAF has sent to Exec Committee in an effort to strengthen the Contract appointment type
   1. Mary: suggested that faculty be made aware (both appointment letter and in letter or termination) of this process
   2. Patty: inquired about the termination process, Jenny replied that it would be the same as for state classified personnel
   3. Jenny: explained that while grieving and on a contract that someone cannot be fired, in the mean time they are put under a continuing appointment
6. CoRSAF E.13 proposal is on the Faculty Council agenda for Nov 6 at 4pm
   1. Q&A email was distributed by CoRSAF to Faculty Council regarding this (E.13) proposal
   2. Steve: Math Department code review committee update.
      1. Natural Sciences deans office is pushing for parallel 3 tier tracks (which is different then what is proposed in E.13)
      2. Steve’s take is that outcomes from departmental review will depend on the people on the committee
   3. Jenny: likely best to sculpt our comments in upcoming FC meeting to be supportive of the amendment passing as a greater goal
7. Discussed NTTF issues as related to raising proposed amendments to Faculty Council
   1. Faculty Governance is the only committee which can proposed changes to section C (the Code)
   2. Historically CoRSAF has been the committee to propose changes to section E – but this is not established in the Faculty Manual
8. Dan: update on reporting IR Faculty (TT and NTT) data report
   1. Priority\*\*: List of people who have been here for 5 years who have not been promoted at all
   2. Look into “Faculty sections by credit”
9. Mary & Natalie: starting to work on contact details
   1. Contacting individuals who have knowledge in this area
   2. CoRSAF is starting to work on this issue as well, Mary will follow up with her
10. Substitutes to Faculty Council
    1. Sign-in ‘as substitute for’ regular council rep

**4) Adjourn 2:29pm**



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

**Meeting Minutes**

Tuesday, October 16, 1:30-3:00pm

380 Lory Student Center

**Attendees:** Jenny Morse, Natalie Ooi, Christine Pawliuk, Denise Apodaca, Sue Melzer, Steve Benoit, Dan Baker, Ashley Harvey, and Mary Van Buren

**1) MINUTES APPROVED** from CoNTTF meeting on Oct 2, 2018

**2) CHAIR ANNOUNCEMENTS**

a) Next meeting will be on Oct 30 in LSC 392; Dan Baker will take minutes

b) Update on Service and Promotion documents

* A vote on the promotion document scheduled for the October Faculty Council meeting was tabled as a courtesy, so that deans and department heads had more time to digest it.
* Jenny sent a draft of the service document with Natalie’s comment on it to Marie. Marie is planning to forward service document to Executive Committee to put on the Faculty Council agenda for November.
* Jenny communicated CoNTTF concerns regarding the promotion document to Marie and Tim.
* Committee members discussed administration’s commitment to providing funds for promotions. The issue with this is that the Provost gives money to the colleges and then it is distributed by deans to department heads, so the use of the money for NTTF promotions might be circumvented.

**3) ACTION ITEMS / DISCUSION**

The Committee discussed plans for the semester based on the list in CoNTTF’s annual report. Discussion and decisions are in regular font, and items on the he list are italicized.

* *Create a record of grievances & issues brought to the CoNTTF and their outcomes*
* *Encourage NTTF voting representatives on all remaining Faculty Council Standing Committees:*
  + - *Committee on Faculty Governance*
    - *Committee on Libraries*
    - *Committee on Responsibilities and Standing of Academic Faculty*
    - *Committee on Scholarship, Research, & Graduate Education*
    - *Committee on University Programs*
    - *University Curriculum Committee*
* *Identify and report on voting rights for NTTF in departments and colleges*

Committee members decided to defer this goal until next year since departmental codes are still in flux.

* *Review contract language for compliance with HB1144 and protection of academic freedom*

This task was assigned to Van Buren with help from Ooi.

* *Ask for an audit of the budget, particularly to investigate how NTTF are being paid*
* *Request that Institutional Research publish a report on NTTF salaries, titles, years at CSU, percent FTE, and other relevant information.*

Dan will ask IR for data from last September, this September, and then next year. Perhaps a standing report from IR can be provided annually that included FTE, time employed, rank, salary, promotion, etc.

* *Review of Faculty appointments for appropriate classification, particularly for those in non-student hourly or AP positions*

The Committee discussed the challenges of identifying people we want to represent who are incorrectly classified, as well as the issue of extension APs wanting to become faculty and concluded that these are two different issues.

The Committee decided do contact INTO (Pawliuk), COB (Morse), and Extension (Ooi) to learn about potential concerns

* *Audit department and college codes for compliance with the manual, review actual practices in departments for compliance with the manual.*

Committee decided to defer this goal until next year because department codes are in flux.

**4) ADJOURNED** at 3:05