

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

**Meeting Minutes**

Tuesday, September 4, 1:30-3:00pm

392 Lory Student Center

Attendees: Jenny Morse, Dan Baker, Tobin Magle, Patty Stutz-Tanenbaum, Suellen Melzer, Steve Benoit, Christine Pawliuk (new library NTT faculty representative), Denise Apodaca

**Minutes passed:** Steve moved to approve, Dan seconded

**Chair Announcements:**

* Jenny discussed meeting with Dan Busch and Tim Gallagher about NTT faculty presentation for Fall forum September 6th – 7th that she was not informed about.
  + Steve has put together a Powerpoint presentation that educates the deans and department heads about what the changes mean and what needs to be done.
  + Greatest confusion seems to be around the timeline for when changes need to be implemented – appointment type needed to be changed prior to the start of the academic year.
  + College of Business, Occupational Therapy, Music and Dance, Engineering, have not yet done this
  + Mixed (formal and informal) messaging from the Provost Office regarding when these changes need to go through has helped result in this confusion
  + Jenny identified the need to clarify appointment types, ranks, and titles for the Fall Forum audience
  + Also, the fact that criteria for ranks needs to be the same for all faculty – whether it is non-tenure track or tenure track. Right now, most departments do not have defined criteria for promotional ranks
  + Discussion on funding from central administration regarding where the money is coming from, whether it is coming and when. This was identified as being a key source of concern for many department heads
  + Steve and Jenny to share Powerpoint with all CoNTTF members to be able to share at the college level
* College of Ag had their first NTTF college meeting which the dean attended to discuss how to implement the NTTF guidelines at the college level.
* Introduction of Christine as Tobin’s replacement for her term as Librarian representative
* Identified need to replace CW as a tenure-track representative

**Action Items:**

* Review of the operating procedures for the year. Discussion was on whether the meeting minutes should be kept on the website for greater transparency. Decision was made to put up annual report for the past year, and then moving forward, we will include meeting minutes, to be replaced by the annual report when that is created. This requires a line item that we will maintain a website, as well as post and number our minutes.
* Discussion as to whether or not we make modifications for the charge of our committee. Now that we have voting rights on FC as CoNTTF members, it is worth us changing our charge.
* Jenny identified concerns regarding how we define what a reasonable vs. unreasonable workload is. How do you grieve an unreasonable workload when there is no definition as to what it is? Concerns have arisen regarding the addition of added tasks without additional pay due to being salaried employees. Jenny will discuss with Richard regarding whether this is the realm of grievance or something we can be responsible for.
* Discussion on creating sub-committees to address our task list as a committee.
  + Dan interested in helping create the IR report on NTT faculty
  + Everyone else to look through what tasks they are interested in
* Discussion on the need for greater NTT faculty representation on a various of university committees
  + Jenny is on Teaching and Learning
  + Joseph is on Strategic Budgeting and Financing

**Reminder:**

* We are all Faculty Council representatives now and so if we can all attend, that would be great to have a NTT faculty presence there

**Meeting close:** 3.01pm