



**Committee on Non-Tenure-Track Faculty  
Meeting Minutes**  
Tuesday, November 19, 2019, 1:30-3:00 pm  
392 LSC

**Faculty Attending:** Denise Apodaca, Dan Baker, Ashley Harvey, Megan Hollis, Suellen Meltzer, Jenny Morse, Christine Pawliuk, and Mary Van Buren

**1) MINUTES TO BE APPROVED**

Committee voted to approve meeting minutes from November 5, 2019.

**2) CHAIR ANNOUNCEMENTS & UPDATES**

a) Jenny described how to fill out form for supplemental pay. Rather than everyone doing it individually, Dan will create a Google Form that includes the information common to everyone, and then each person will complete the form with their individual information. Then Dan will forward the form to Rita Knolls. Pay is \$500 per semester, but the form only needs to be submitted once a year. If you want pay for fall, you need to fill out the form this week.

**3) ACTIONS ITEMS / DISCUSSION**

**a) Proposed revision to C.2.1.3.1**

This motion will be submitted to CoFG. Jenny will talk to Tim Gallagher about whether we or he will submit it.

There are two proposed changes to this section, in first and second paragraphs respectively. The first will make at-large representatives proportional to the total number of TTF and NTTF in the college; the second change will allow contract and continuing faculty to be elected to Faculty Council.

The Committee decided to split them into two motions since they are somewhat different issues, and developed two separate rationales.

**b) Proposed revision to the manual language**

Tim Gallagher wrote during the meeting to say this is already in the work queue for faculty council.

**c) Proposed revision to E.2.1.3**

This revision indicates that contract faculty will have equal access to professional development funds distributed by the department and/college. The committee agreed on the revision and the rationale; the latter would make money for professional development available to NTTF who now need to demonstrate engagement in professional development activities for promotion.

This will be sent to Richard Eykholt.

#### **d) Ashley's suggestion of award for supportive administrator**

Ashley suggested that CoNTTF could give an award to an administrator who is supportive of NTTF at the annual NTTF reception. We would have to have clear criteria, e.g. a department head or dean who has done a lot for NTTF; we would also need to find out if McConnell would be supportive.

Ashley agreed to write up a description, a nomination process, and a process with criteria for choosing the finalist.

Jenny suggested that the chair of CoNTTF recuse herself from voting on the choice of finalists. Committee couldn't nominate, only evaluate nominations. Only NTTF could nominate. Nomination process should be simple, but provide enough information so that committee can make a decision.

Committee decided that only deans, college administrators, and department heads would be eligible.

#### **e) Discussion of Affiliate Faculty**

Jenny asked Tim at Faculty Forum if affiliate faculty are covered by academic freedom, and he said no. Jenny thinks that all the faculty types listed in faculty manual are covered by academic freedom, and probably the ones in E 2.2 (other types of faculty – joint, joint academic-AP, faculty affiliates, etc.) are not covered.

So, maybe we should propose something in the manual that says more generally that if you are engaged in teaching or research at the university (rather than appointment type) you are covered by academic freedom. It should cover the activity, not appointment type.

Mary is going to ask Steve Mumme about it.

#### **f) Proposal to fund CoNTTF chair**

Committee discussed the proposal, but were not sure of the format. We decided to use the format for a manual change, e.g. proposal followed by a rationale.

CoNTTF chair needs the same protection as a TTF with regard to the time spent and compensation. Policy is necessary because NTTF cannot always negotiate with their chair.

Jenny will make revisions and then bring it back to the committee.

1) Meeting Adjourned at 3:00 pm

Date: 12/1/19

To: Tim Gallagher, Chair Executive Committee/Faculty Council

From: Jenny Morse, Chair, CoNTTF

Subject: Proposal to amend Procedures Handbook Section II on Faculty Council Officers

CoNTTF submits the following amendment: **MOVED, THAT SECTION II Faculty Council Officers: Duties OF THE Procedures Handbook BE AMENDED TO ADD AS FOLLOWS:**

**CHAIRPERSON OF the Committee on Non Tenure Track Faculty** (Position Description)

Purpose

The Chairperson is elected by the members of the Committee on Non Tenure Track Faculty and serves as the primary representative of non-tenure track faculty at the university. While the entire Faculty Council is responsible for representing faculty views in a variety of contexts and facilitating the process of shared governance, the chair of the non-tenure track faculty committee has a substantial responsibility in voicing concerns specific to Contract, Continuing, and Adjunct faculty to Faculty Council and central administration, counseling these faculty, and connecting them to resources.

Because non-tenure track faculty workloads and salaries are not always appropriately adjusted for service or compensated for service, and the burden of serving as CoNTTF chair is substantial, and the CoNTTF chair is asked to serve explicitly as an administrator in E.11.2 and frequently on other tasks and committees, individual's elected to this position must be protected in ways that other Faculty Council officers are already compensated and protected by virtue of tenure.

Duties

1. Oversee and direct the Committee on Non Tenure Track Faculty.
2. Serve alongside the Vice Provost for Faculty Affairs, Chair of Faculty Council, and the University Grievance Officer in review of the termination of non-tenure track faculty contracts as indicated in E.11.2 of the Faculty Manual.
3. Serve on other Faculty Council committees either permanently, as in the Committee on Teaching and Learning and the Committee for Strategic and Financial Planning, or temporarily as in the case of the Committee on the Responsibilities and Standing of Academic Faculty.
4. Serve on related administrative committees on behalf of non-tenure track faculty including the President's Council for Culture permanently and the Board of Governors Undergraduate Teaching Award committee temporarily.
5. Give presentations and speeches on non-tenure track faculty issues at events both regular and occasional, including the Fall Forum, Faculty Council, the Council of Deans, the annual NTTF Reception, and the occasional Board of Governors meeting.

6. Meet frequently with the President, the Provost/Executive Vice President, the Vice Provost for Faculty Affairs, the Chair of the Administrative Professional Council (APC), the Chair of the Classified Personnel Council (CPC), the Officers of the Associated Students of Colorado State University (ASCSU), and others to discuss University issues.
7. Represent the non-tenure track faculty, upon request, at any University function or meeting.
8. Serve on University task forces or committees as need dictates.
9. Attend community social events as a representative of non-tenure track faculty and Faculty Council.

#### Term and Eligibility

One-year terms. Term begins July 1. Must be a current member of the Committee on Non-Tenure Track Faculty. Available for at least 12 months.

#### Time Commitment and Support

The time commitment is quarter-time during the academic year and quarter-time during the summer. The Provost is committed to quarter-time salary support of the position for the nine-month academic year and three month's salary (at least equal to one month's salary of the lowest paid Faculty Council Office, whichever is greater) in the summer.

Because non-tenure track faculty are not eligible for tenure and therefore put their job at risk in service of other faculty and faculty governance, the chair will be issued a new 3-year contract after their election as CoNTTF chair which cannot be terminated or non-renewed for any reason including inadequate department funding so that their faculty position is guaranteed for at least 2 years beyond their service as chair. Any chair who is elected to subsequent terms will receive a new 3-year contract upon each election.

Date: xxx

To: Tim Gallagher, Chair Executive Committee/Faculty Council

From: Jenny Morse, Chair, CoNTTF

Subject: Amendment to K.3.1.g to protect “at-will” employees

CoNTTF submits the following amendment: **MOVED, THAT SECTION K.3.1.g OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE AMENDED AS FOLLOWS:**

Please note the language: additions underlined, deletions overscored.

**K.3.1 A Grievable Action does not include:**

- a. An issue that does not individually affect a faculty member or administrative professional, such as dissatisfaction with a university policy of general application.
- b. Actions specified in the *Academic Faculty and Administrative Professional Manual* as “final” and thus not subject to redress through the grievance process. Any action deemed “final” constitutes exhaustion of internal grievance procedures.
- c. An act by any person who is not the Grievant’s Supervisor.
- d. Terms agreed to by the Grievant under a Section K mediation agreement.
- e. Acts in response to violations of law or endangerment of public safety.
- f. A subsequent complaint for the same action by the same supervisor once a Grievance regarding the original complaint has concluded.
- g. Termination of “at-will” employees except in the case of K.3.2.1.c (violation of academic and/or intellectual freedom). For information about the university’s policy regarding at-will employees and the recommended steps and considerations for termination of at-will employees, employees should refer to the university policy for Administrative Professionals and Non-Tenured Academic Faculty (“At Will” Employment) found in the CSU Policy Library (see also Section D.5.6 and E.2.1 of

the *Academic Faculty and Administrative Professional Manual*). Employees may contact the University Grievance Officer with questions about disciplinary action or termination of at-will employees.