



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

Tuesday, November 5, 2019, 1:30-3:00 pm
392 LSC

Attendees: Jenny Morse (Chair), Denise Apodaca, Dan Baker, Steve Benoit, Ashley Harvey, Megan Hollis, Suellen Melzer, Natalie Ooi, Christine Pawliuk, Leslie Stone-Roy, Mary Van Buren

1) MINUTES TO BE APPROVED

- a) CoNTTF Meeting minutes – October 22, 2019
 - i) Minutes approved after adding Denise Apodaca to attendees list

2) CHAIR ANNOUNCEMENTS & UPDATES

- a) Meeting Minutes: Leslie Stone-Roy, Minutes 11/19: Mary van Buren

3) ACTION ITEMS / DISCUSSION

- a) CoRSAF's proposed manual changes to E.12
 - i) Discussion about multiple topics related to service:
 - What counts as service. It was mentioned that it's good to have a lot of options. Does social media count as service? How do clinic hours fit in?
 - Committee work, especially CoNTTF since it's so intensive time-wise. Limiting time might have an unintended effect, for example we don't want to lose our spots on faculty council because we spend so much time on CoNTTF duties.
 - Discussion about if faculty have more service than rank indicates, should be compensated or a reduction in other work
 - Difficult to quantify
 - Who would pay for service if course release needed?
 - Don't want to be penalized for doing service
 - Percentage vs hours hard to determine
 - The proposal to make CoNTTF a paid administrative position ties into this because of the time commitment, some NTTF might not be allowed to do it otherwise. It was noted that faculty council chair position, the University Grievance Officer position, and other positions are funded. However, it was brought up that the Chair of Corsaf doesn't get money. Jenny pointed out that current Chair negotiated to get decrease in other duties.
 - Question about where outreach and engagement fit in. Important for Extension faculty.
 - Dan pointed out that workload percentage not recorded anywhere, so we can't look at it. It's internal to department and often fluid for some faculty

- CoNTTF should communicate with new NTTF task force about recommendations for service. Jenny will work on.

b) Ashley Harvey's question to make possible NTTF Dept. Reps for faculty council (C.2.1.3.1)

- This section has old language
- We should request to allow contract and continuing NTTF to be elected by unit
- One viewpoint by administration is that at will employees are more vulnerable to pressure. However, Assistant Professor TTF serve & they are also vulnerable. It was pointed out that it is much more difficult to let a TTF member go even if not tenured, relative to a NTTF member. Maybe only contract NTTF should be elected to faculty council and should be on rolling continuing contracts for protection
- Discussion about voting and whether it should be secret or not
- There was discussion about using I-clickers for voting. That way voting would be reported, but wouldn't have to be standing in room. This is especially relevant if one of few votes for one side.
- There was discussion about amending bullying policies to include bullying of faculty representatives
- Tim and Dan are supportive – would elevate status of NTTF
- Natalie - It would be good to have conversations in faculty council
- Jenny will put together a draft to look at next time – to include continuing and contract NTTF, but not adjunct
- It was noted that C.2.1.1.4 needs to be updated. It still says regular & special instead of contract and continuing
- Mentioned that NTT Task Force wants to change our name to Core Faculty (in use at CU, Virginia, others). Also, Joyce doesn't like the "non" part of NTTF. Mary pointed out that it's true though and might be good for visibility regarding what NTTF lack.

c) Joseph DiVerdi's question about professional development (Has to do with CNS NTTF guidelines)

- Concerns – requires professional development for all except instructor. Will it be paid now that it's in job expectations? How will it work into workload?
- Associate Dean discussion indicates that department is key to figuring out cost, but details need to be worked out.
- Some departments have a fund available for professional development. This was seen as a good idea. A standard amount could be used for multiple small opportunities, or a single large one.
- If professional development requirement in department code, then department should pay
- Some departments can't afford. It is recommended that the NTT task force investigate. The recommendations of this committee would then be presented to executive committee.
- It might be better to request funding consistent with TTF
- It was pointed out that some NTTF aren't evaluated, don't get professional development and therefore it's hard to move on to other opportunities

d) Natalie Ooi's question about Affiliate Faculty – administrative professionals who are primarily academic advisors, but also teach. APs so not covered in terms of academic freedom. Question: can

they be granted affiliate faculty status? If so, would they be considered faulty in terms of protections?

- Inconsistent in faculty manual as to whether affiliate is protected
- Need to ask NTT task force
- Discussion about Honor's College & that some TTF think only NTTTF with 100% loads are eligible for promotion. It was discussed that part-time NTTTF might have more difficulty reaching requirements in the same time frame. Dan Bush wants to look at on a case-by-case basis
- It was pointed out that the Honor's college has to follow faculty manual

e) Proposal to fund CoNTTF Chair

- Discussed earlier (under a)
- Further discussion: Chairs get 1/9 of salary in summer
- Buy out and pay – Central funding? But some officers have 20% service in workload so then it's different
- Noted that due to differences in salary, should be a %
- Department is compensated for loss on faculty council
- Jen Aberle might be a good resource – previous NTTTF Chair

Meeting adjourned 3:07 pm

Date: xxx

To: Tim Gallagher, Chair Executive Committee/Faculty Council

From: Jenny Morse, Chair, CoNTTF

Subject: Revision to C.2.1.3.1 Elected Members

CoNTTF submits the following amendment:

MOVED, THAT SECTION C.2.1.3. 1 OF THE CODE BE AMENDED AS FOLLOWS:

Please note the language: additions underlined, deletions overscored.

C.2.1.3.1 Elected Members (xxx)

Each academic department and the Libraries shall elect one (1) representative. An additional number of representatives, equal approximately to one-third (1/3) of the number of representatives elected from the departments and the Libraries, shall be elected at large by and from the colleges and the Libraries as required to achieve, as nearly as practical, membership proportional to the number of tenure, tenure-track, contract, continuing~~regular, regular part-time,~~ and transitional faculty members in the colleges and Libraries.

All faculty representatives to the Faculty Council shall hold tenure, tenure-track, contract, continuing~~regular full-time, regular part-time,~~ or transitional appointments and shall not hold an administrative appointment of more than half-time (0.5) at the level of assistant/associate dean or above. A faculty representative to the Faculty Council who becomes ineligible shall cease to hold this position.

Rationale: Contract and continuing faculty, as long-term faculty committed to CSU and its missions, should be included in faculty governance. Therefore, their numbers should be included in the count to determine representation. Additionally, these faculty should be eligible to serve as faculty representatives in those departments that choose to elect them to the position.

Date: xxx

To: Tim Gallagher, Chair Executive Committee/Faculty Council

From: Jenny Morse, Chair CoNTTF

Subject: Amend manual to align language with current appointment types

CoNTTF submits the following amendment:

MOVED, THAT *THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL* BE AMENDED AS FOLLOWS:

That regular full-time and regular part-time shall be changed to tenure and tenure-track wherever they appear in the Academic Faculty and Administrative Professional Manual.

That senior teaching and special shall be changed to contract and continuing wherever they appear in the Academic Faculty and Administrative Professional Manual.

Rationale: The old appointment types' persistence in the manual creates confusion and presents a barrier to rhetorical and cultural change. In order to move forward with improving the conditions of non-tenure track faculty, the manual should commit to the new appointment types and clarify the language used throughout.

Date: xxx

To: Tim Gallagher, Chair Executive Committee/Faculty Council

From: Jenny Morse, Chair, CoNTTF

Subject: Equal access to professional development

CoNTTF submits the following amendment: **MOVED, THAT SECTION E.2.1.3 OF THE ACADEMIC FACULTY AND ADMINISTRATIVE PROFESSIONAL MANUAL BE AMENDED AS FOLLOWS:**

Please note the language: additions underlined, deletions overscored.

E.2.1.3 Contract Faculty Appointments (xxx)

Contract faculty appointments may be either full-time or part-time.

Contract faculty appointments for research may be offered only for research performed for the University. In this case, the unit or department must document that the multi-year contract or extension is necessary for the hiring or retaining of the faculty member.

The following conditions apply to a contract faculty appointment:

- a. All contracts shall have a specified ending date and a term of at least two (2) years. At least one (1) year prior to the expiration of the contract, the faculty member shall either be given a new contract or informed that the contract may be allowed to expire. If the contract is allowed to expire, the employment as a contract faculty appointment shall be converted to employment as a continuing faculty appointment, without loss of rank, unless a new contract is agreed to in writing by both parties.
- b. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.
- c. Department and college codes shall specify the voting rights of contract faculty and their eligibility to participate on departmental and college committees. The standard expectation is that contract faculty have voting rights in the governance

of their department and college with the exception of decisions relating to tenure and will be eligible to serve on departmental and college committees.

d. Enrollment in a retirement program is mandatory. The faculty member is eligible for other fringe benefits and privileges (see Sections F and G in the *Academic Faculty and Administrative Professional Benefits and Privileges Handbook*), but not for sabbatical leave (see Section F.3.4).

e. A contract faculty member who has at least twelve (12) semesters of employment, or a combined twelve (12) semesters between contract or continuing appointments (or sooner at the discretion of the department) becomes eligible for funding for release time in order to pursue scholarly development. Once such funding has been granted, the faculty member becomes eligible for such funding again after another twelve (12) semesters of such employment. A request for such funding shall be submitted in writing by the faculty member to the department head. This request shall include details regarding the type of scholarly development and the amount of funding requested. The department head shall respond in writing with an approval or denial of the request. In the case of a denial of the request, the reasons for the denial shall be stated in writing in the response.

f. A contract faculty member will have access equal to tenure, tenure-track, and continuing appointments for professional development funds distributed by the department and/or college.

Rationale: As integral faculty members whose continuous improvement as faculty contributes to the overall mission of the university, the education of the students they serve, and their own success in both annual evaluations and promotions, contract faculty must be eligible for the same professional development opportunities and funds as their tenure and tenure-track colleagues.

Proposal to make the Chair of CoNTTF an administratively funded position

The Chair of the Committee on Non Tenure Track Faculty represents more than 780 faculty whose voices have been frequently left out of faculty governance representation and whose concerns are distinct from Tenured Faculty (though often aligned with Tenure-track Faculty) in that they experience an imbalance of power relative to their department chairs when seeking to discuss basic elements of their job including workload, pay, evaluation, and etc. Additionally, these faculty have often not been integrated in such a way that they are aware of the resources around them who can support the challenges they face with EIDs, retirement benefits, HR complications, or uncomfortable workplace situations. The Chair of CoNTTF has served to counsel these faculty, direct them to resources, and represent their voices to Faculty Council and central administration.

In the last few years, the chair of CoNTTF has been asked to serve on additional committees (the Committee on Teaching and Learning, the Committee for Strategic and Financial Planning, the President's Council on Culture); to present at the Fall Forum, Faculty Council, Council of Deans, the annual NTTTF Reception, and in other arenas; to advise departments, colleges, and deans on a regular basis; to meet with people in substantially stronger positions of relative power including the President, Provost, Vice Provosts, Deans, and others without the following support:

1. Service as a component of her workload
2. Appropriate supplemental pay for these activities
3. The realistic ability to say "no" because of power differences between the NTTTF Chair and the upper administrators with whom she interacts

For evidence of the substantial burden of labor, which has to this point been provided primarily without adequate adjustments to workload or pay, CoNTTF's annual reports for the last 3 years and a detailed account of additional activities since the most recent report are attached to this proposal.

Last year, the chair was written into the Faculty Manual (E.11.2) as someone who would be called on to serve, alongside the Vice Provost of Faculty Affairs, Chair of Faculty Council, and University Grievance Officer, in review of the termination of non-tenure track faculty contracts. The entry into the manual of the person in this position on equal terms as these three other funded governance and administrative positions, all three of whom have tenure which allows that even if they were removed from their governance or administrative role, they would still retain their faculty position, requires that chairing CoNTTF become a funded and secured position as well.

Therefore, CoNTTF respectfully requests that the chair of CoNTTF be funded in the following ways:

- The chair will have at least 25% of their workload dedicated to service, which will mean a corresponding reduction in other duties for the duration of their service;
- The chair will be paid an additional 1/9 of their salary or the salary of the lowest paid Faculty Council Officer, whichever is greater, for at least 3 additional months each year for the duration of their service;
- And the chair will be employed on annually renewing 3-year contracts which cannot be terminated or non-renewed for any reason including inadequate department-level funding, so that their faculty position is guaranteed for at least 2 years beyond their service as chair.