



**Committee on Non-Tenure-Track Faculty  
Meeting Minutes (taken by Denise Apodaca)**

Tuesday, January 21, 2020 1:30-3:00pm  
390 LSC

**Faculty Attending:** Jenny Morse (Chair), Denise Apodaca, Dan Baker, Steve Benoit, Sue Ellen Melzer, Jamie Nielsen, LeAnn Kaiser, Leslie Stone-Roy

**1) MINUTES TO BE APPROVED**

- a) CoNTTF Meeting Minutes from December 3, 2019 were reviewed
  - i) Motion to approve Leslie – 2<sup>nd</sup> Dan

**2) CHAIR ANNOUNCEMENTS & UPDATES**

- a) Tuesday, February 4, 1:30-3pm, 390 LSC, minutes: Steve Benoit
- b) Jenny is meeting with Richard next Wednesday for professional development and grievance protection
- c) Tim Gallagher responded to Jenny about the funding for Chair of CoNTTF-
- d) Faculty governance reviewing proposals are going forward.
- e) Website is almost ready to launch

**3) ACTION ITEMS / DISCUSSION**

- a) Discussion; We are waiting to see how we can support Dan Stephens
- b) Proposal to have CoNTTF gatherings (Avo's, etc.) for all NTTF's once a month for networking and connecting
- c) Professional Institute for Graduate Students “*A Day in the Life of NTTF.*” All are welcome to attend and assist to co-lead this presentation. Denise will send out more information.
- d) Denise reported that Standing Committee proposed raising all NTTF's salaries
- e) Marie Legare is back and attending CoRSAF committee
- f) Leann suggested designating a meeting to retrieving data information;
  - i) Dan Baker offered to assist- Below are areas that were suggested to keep data information readily available:
    - (1) Credit Hours, Number of women in NTTF; Tenure line women has declined over the past five years- numbers and why, Appointment type; Ajuncts numbers; How many promotions have actually been approved, Marginalized groups, PhD versus non-terminal degrees- different colleges have different qualifications, NTTF research, publications, media, work load percentages, sponsored research dollars
    - (2) Dan Baker- We have a Fall data poll- teaching date and credit hours, information is from the previous year- should we get a spring data poll as well? Annual poll- to summarize FTE and salary for each semester- divide up according to college for each person on the committee and add stories to individual cases?

- g) Colleges have different promotional packages?
- h) Sue Ellen, Chair of her NTTF advisory committee- is trying to come up with a template
- i) Leslie will send out her college rubric for NTTF promotions
- j) Should there be a general template for each college for promotion? Leann School of Education is revising their template (annual evaluation standards which has to do with promotion) and will send it out, please don't send out publicly
- k) Peer Reviews- possibly pair up and exchange reviews
- l) Course survey- evaluation of the process? Jenny will report from Teaching and Learning when there's a discussion on course surveys
- m) The organization of the feedback for new course surveys may be difficult to understand

**4) Adjourn 3:00pm**