



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

Tuesday, February 2, 2021, 1:30-3:00pm
Zoom

Jenny Morse (chair), Denise Apodaca, Steve Benoit, Joseph DiVerdi, Leann Kaiser, Jamie Neilson, Christine Pawliuk, Natalie Ooi, Pinar Omur-Ozbek, Leslie Stone-Roy.

1) MINUTES TO BE APPROVED

- a) CoNTTF Meeting Minutes – December 1, 2020 (p. 2)
 - i) Moved to approve: Leann. Seconded: Denise. Approved unanimously.

2) CHAIR ANNOUNCEMENTS & UPDATES

- a) Meeting Minutes: Joseph DiVerdi Feb 16: Denise Apodaca
- b) The question of “standard” or “customary” pay scale adjustments (increments) associated with changes in rank has been raised outside the committee. These adjustments are commonly thought to be 10% yet are not codified anywhere. The Vice Provost for Faculty Affairs informs the committee that this is being addressed and will appear on the Provost’s web site shortly.
- c) Regarding this day’s scheduled Faculty Council meeting: there are a number of motions to appear for vote. A brief discussion was held on these motions.
- d) This Committee has drafted a motion for Section C and a rationale was added to the motion. There was general assent from the Committee as to this inclusion.

3) ACTION ITEMS / DISCUSSION

- a) The question was raised regarding how a Faculty (especially one off-of-the-tenure-track) can request and achieve a change to a recorded effort distribution (broadly defined) in response to changes in the actual working effort distribution, for example, adjustment (reduction) in teaching load but not limited to this. Practically speaking there can be a number of unofficial obstacles to accomplishing this change, for example, a claim of insufficient resources from unit leadership. There are other common responses. Several strategies were discussed including (1) informal or preliminary discussion between the Faculty and the serving Grievance Officer who has been found to interpret the situation according to the Faculty Manual (and related), offer an assessment to the Faculty on the availability of redress of many kinds and ultimately informally approach the unit leadership with a frank assessment of the situation and the opportunities; and (2) discussion between the Faculty and the Vice Provost for Faculty Affairs with similar purpose and intent.
- b) A discussion was held on the issues of course load quantification and assessment where the number of credit hours appears to be deficient in capturing the totality. For example, one credit-hour with an enrollment of 250 (not uncommon) compared to one credit-hour with an enrollment of 40. The workloads are not equivalent and it is desirable to better account for the actual values of each.

3) Adjourn at 2:35 pm