

COLORADO STATE UNIVERSITY
COMMITTEE ON NON-TENURE TRACK FACULTY
Unit Code Assessment Report, Spring 2022

In an effort to help the Vice Provost of Faculty Affairs identify areas where department codes could be improved and updated and to ascertain whether codes had been updated with regard to the Faculty Manual changes around NTTF/CCA that have occurred over the last few years, CoNTTF reviewed codes across the colleges. The model for our review was created by Ashley Harvey and Leann Kaiser who conducted a review of the College of Health & Human Sciences codes in Spring 2021.

Our assessment reviewed each unit code with regard to

- Departmental governance
- Committees
- Faculty meeting attendance
- Annual evaluations
- Promotion processes
- Midpoint reviews
- Review letters
- Professional development
- Code approval and signatures

And with consideration of the Faculty Manual and NTTF Task Force reports.

Results:

1. All unit codes address NTTF voting rights (only exception is Atmospheric Sciences which has an old code from 2013) typically indicating that Contract and Continuing faculty are eligible to vote on all department matters other than tenure and promotion for tenure-line faculty.

2. Most unit codes indicate that NTTF are allowed to serve on all unit committees except T&P for tenure-line faculty.

Codes where this information is unclear or unspecified are the following: AgBio, CIS, Finance, Atmospheric Sciences, Economics, Biochem and Molecular, Clinical Sciences, Enviro and Radiological, Micro/Immuno/Patho, Fish/Wildlife and Conservation.

3. Faculty Meeting attendance specifically includes NTTF in most unit codes, most often indicating an expectation or requirement over an encouragement.

Codes where this information is unclear or unspecified are the following: Art and Art History, Arts Managements, Comm Studies, Economics, Ethnic Studies, History, Music/Theater/Dance, Sociology, BioChem and Molecular, Biology, Chemistry, Computer Science, Math, Physics, Psychology, Statistics, Clinical Sciences, Micro/Immuno/Patho.

4. Annual Evaluations appear to be occurring for NTTF in most units, but most codes do not specify that annual reviews should occur for Contract and Continuing faculty nor do they indicate that Contract and Continuing faculty are eligible for merit raises.

Units where NTTF may not be receiving Annual Evals based on the code content are Atmospheric Sciences, Mechanical Engineering, Arts Management, Fish/Wildlife and Conservation.

Recommendation: Nearly all unit codes should be revised to specify that Contract and Continuing faculty should be included in annual reviews and are eligible for merit raises.

5. Promotion processes are specified for Contract and Continuing faculty in nearly all codes. Location of this information in the code does not always make sense nor are the guidelines always clear.

Most units should continue to review the Promotion Process guidance in their codes as we develop these systems so that the information is clear and logical.

Codes where promotion processes are not yet addressed are Atmospheric Sciences, Chemical and Biological Engineering, Civil and Environmental Engineering, Biochem and Molecular, Computer Science, Math, Physics, Fish/Wildlife and Conservation.

6. Midpoint review for Contract and Continuing faculty is atypical in unit codes. As the institution sees more NTTF promoted to Senior and Master instructor, and Associate to Full Professor, standardizing midpoint review processes to support NTTF in these promotions would be beneficial.

Midpoint review is included in the following codes: AnSci, AgBio, HLA, Biomedical Sciences, Forest and Rangeland.

Recommendation: NTTF should receive mentorship in reaching milestones on the way to both Senior and Master promotional pathways.

Recommendation: Serious consideration should be given to tying reviews to Contracts, as the institution works to move more NTTF onto renewing Contract appointments. For example, a Continuing appointment would require substantial review every year (much like pre-tenure reviews) whereas Contract appointments would allow reviews to occur only at the contract renewal point, ideally every 3 years. When tied to promotion, this cycle would provide a Contract appointment with a substantial review before Senior/Master Instructor and, Associate/Full Professor promotions.

7. The number of review letters required for promotion is only specified in a few codes: Biology, Psychology, Biomedical Sciences, Clinical Sciences, Enviro and Radiological, Micro/Immuno/Patho.

Recommendation: Since promotion to Senior/Master or Associate/Full does not include Tenure, the decision to require a large number of letters, especially letters outside of the university, is nonsensical and wasted effort. The promotion payoff for NTTF is quite minimal in comparison to tenure and creating such a significant barrier to a promotion, which only provides an additional 10% salary bump (on mostly the lowest salaries for faculty at CSU) and no guarantee of future employment, is unreasonable.

The Provost's Office should set a standard number of letters which it expects to support a promotion packet and that should not be exceeded by a department. Keeping in mind that most NTTF are responsible for teaching, which does not garner a national reputation or trail of easily accessible publications, external letters should be limited. CoNTTF recommends that a promotional packet for NTTF include 2 letters maximum, one external to the department as a review of a teaching portfolio, and one other.

8. Professional development opportunities do not appear in the majority of codes. The only codes including mention of this professional development release time are Anthro/Geograph and Ethnic Studies.

Recommendation: The guidelines for professional development should be further developed and made clear by the Provost's Office. Current messaging around the application process, timeline, and funding are unclear, hidden, and ineffective. CoNTTF recommends that we normalize release time for NTTF and create an application process that rewards NTTF for their service with opportunities to both rest and engage in something meaningful and supportive of their central job responsibilities, just as sabbatical does for tenure-line faculty.

9. Codes should be reviewed to make sure they are approved and signed to meet official regulations of unit codes. Most codes were not correctly signed by their faculty and the Provost's Office. Those codes that are partially signed include Accounting, History, Computer Science, Math, Psychology, Statistics. Some codes are out of date, including Atmospheric Sciences, Chem and Bio, Systems, Biochem and Molecular, Physics, Enviro and Radiological.

10. Several codes refer to outdated terminology like "Regular" and "Special" appointments and STAs, including AnSci, AgBio, HLA, Atmospheric Sciences, Chem and Bio, Comm Studies, Biochem and Molecular, Biology.