



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

Monday, October 16<sup>th</sup>, 10:30 to 11:30 AM  
LSC 304 and Microsoft Teams

Attending: Scott Wiebensohn, Karen Thorsett-Hill, Melinda Smith, Michael Stella, Cassandra Puletapuai, Ryan Brooks, Ann Hess, Olivia Arnold, Tom Conway, Sean Bryan, and Mary Van Buren

**1). CoNTTF October 3<sup>rd</sup> minutes were approved.**

**2) CHAIR ANNOUNCEMENTS & UPDATES**

- Melinda Smith, Chair of the Faculty Council, attended the meeting today as she does with all standing committees over the course of the year.
- We welcomed Michael Stella, our new undergraduate representative, and Cassandra Puletapuai, our new graduate representative.
- Ryan provided an update on the new budget model and salary equity.
  - CoSFP subcommittees on the budget model and salary compensation will be coming out soon.
  - There is an open forum on the budget model scheduled for October 18<sup>th</sup> from 1:30 to 3 PM, LSC Room 386 and Zoom. Many more opportunities for input are planned for the semester. All listening sessions are listed on-line. We should participate in that and make our concerns known.
  - University Steering and Technical Committees for the new budget model should be announced soon.

**3) ACTION ITEMS / DISCUSSION**

- Campus Equity Week – CoNTTF Presentation 10/26 from 12 PM to 1 PM in LSC 300.
  - Sue James can help get information out.
  - Presentation Topic – a number of themes were discussed, including pathways to promotion. The English Department has a path to promotion mentorship program that has been going strong for two years and has been very successful. They extended that program throughout CLA so anybody who wants mentorship can get it, sometimes across disciplines. Conversation about continuing vs. contract appointment also needs to continue. Ryan thinks that maybe a mixture of topics that would foster conversation would be best. He will prepare something and send it out, probably on Thursday.
  - Instead of a listening session, perhaps we should have a meet and greet on Friday, October 27. Avo's has music on Friday, so maybe somewhere else.
  - CLA will be tabling Monday-Thursday, 11:00-1:00. Banner for CCAF faculty as well as flyer with Q & A talking points, how many classes/students CCAF teach, etc.
- Maybe in January we can raise the issue of 5-year contracts, and people can update their contracts to five years. A subcommittee on contracts was established by Faculty Council last year and they produced a white paper with recommendations. Contract offers access to the

grievance process which continuing does not. We need to strengthen contracts even more. Everyone should have a contract after the first year.

- We need to solidify someone who is the IR rep needed for CoNTTF data. This is what Pinar used to do. Not a ton of work, but being able to pull data from IR. Sean Bryan volunteered to do this.
- Onboarding for NTTF - Not many people do have an official onboarding, but this is an important aspect of faculty success. Since we last chatted, Ryan pulled stuff from College of Ag. A handful of things exist in terms of onboarding and best practices, and other documents were timelines for what people should be doing by 60 days, 90 days etc. Advocates and Allies are putting together a department tool kit centered on faculty mentorship, onboarding, workload equity etc. Is there something that we could do for faculty?

It's a reasonable topic, but Advocates and Allies are working on something. Also, it should be provided on a college level.

Some colleges have orientation that are for both NTTF and TTF. English has a very robust orientation.

Maybe we should do some research to find out what departments and colleges do. Mendy noted that TILT runs orientation for TTF, and maybe they could make it for a broader audience including NTTF. Maybe we should reach out to Sue Doe.

- Workload equity document. There is a document in College of Ag, that describes the process for how workload is assigned, who does it, etc. Lots of different groups are working on it, and we need to communicate better so we don't duplicate efforts. Please feel free to use and provide feedback on the document that Ryan provided.
- Dr. Martin in CoRSAF will be looking at workload equity and how it is represented in the Faculty Manual. CoNTTF should be part of the conversation about issues that relate to NTTF.