Committee on Non-Tenure-Track Faculty
Meeting Minutes
Monday, October 6th, 10:30 AM to 11:30 AM
LSC 394 and Microsoft Teams

Attendance: Ryan Brooks, Sean Bryan, Gerry Delahunty, Paul Flippen (joined 10:45 AM), Lisa Fyffe, Ann Hess, German Parada (joined 10:36 AM), Cassandra Puletapuai (joined 11:07 AM), Clarissa Trapp

Meeting Minutes: Clarissa Trapp

1) **MINUTES TO BE APPROVED**
   a) CoNTTF Meeting Minutes – September 8th (p. 2-3) approved 10:48am

2) **CHAIR ANNOUNCEMENTS & UPDATES**
   a) Send German Website Updates
      - Met with Scott and trained.

   b) Search Posted for VPFA – Encouragement and Solicitations/Nominations
      - https://jobs.colostate.edu/postings/166558
      - Internal search across CSU for Vice President of Faculty Affairs.
      - Suggest names to Search Co-Chairs: Dr. Miloch (kimberly.miloch@colostate.edu) or Dean Youngblade (lise.youngblade@colostate.edu)
      - October 13 is final date for full consideration.

   c) Sue James to Visit on 10/21 to Discuss CCAF Professional Development
      - We'll discuss past and future opportunities with Sue James.
      - Bring questions and ideas for proposal.

   d) Sue Doe to Visit on 11/3 to Discuss Teaching Tenure Proposal
      - Sue Doe has submitted the Teaching Tenure proposal to Sue James.
      - Doe wants CCAF feedback on proposal.

   e) Recap of IMT P&T Office Hours
      - A good turnout. About 150 people participated.
      - Group will sunset soon.
      - What are possible outputs/tangibles coming from this that we want to see?
        (i) Guidance to faculty as a whole, department chairs, P&T chairs, as well as VP for Faculty Affairs
        (ii) Annual training proposed for P&T chairs to improve consistency across university

   f) Updates from Other Committees/Task Forces

- Steering Committee will meet on Oct. 23, but otherwise committees have been quiet.
- CoTL (Sean Bryan reported)
  (i) University Distinguished Teaching Scholars (UDTS)
    1. There will be a meeting this afternoon around selection criteria for UDTS.
    2. The first call for nominees that included CCAF came out last year. The selection committee last winter/spring had strong CCAF candidates, but the committee was uncertain about how much to weigh different criteria, specifically scholarship. They didn't feel comfortable awarding UDTS to CCAF.
    3. If scholarship is a high qualifier, then CCAF will not have the opportunity to meet this objective. Questions surround the purpose of this program. To award excellent teaching? Or to serve as a laboratory to push the university to forefront of teaching and learning?
    4. Lisa Fyffe wondered if implementation science could be considered.
  (ii) Course surveys do not have a current home and are no longer readily available to students. TILT does not want to manage access. Discussion of course surveys future is upcoming.

3) **ACTION ITEMS / DISCUSSION**

a) Proposed Faculty Manual Changes
- E.2.1.3: same as the September meeting regarding "2-5 years" language.
  (i) Ryan Brooks will have a meeting with CoRSAF on Wednesday.
  (ii) Auto conversion to continuing faculty status at the end of a contract will be stricken.
  (iii) Discussion of preferences for end of contract processes. Ann Hess suggested amending proposed language to include all three options: 1) contract renewed, 2) conversion to continuing contract offered, or 3) contract allowed to expire.
  (iv) Rationale for length of contract appointments. Only change last time was that "merit" was struck.
- D.5.6: added wording for continuing/adjunct faculty because previous wording only addressed administrative professionals.
- E.2.1: added clarifying language for FTE and part-time contracts.
  (i) Discussion of whether specific definitions of FTE and part-time might be included.

b) Fall Event – Solidify Date and Content
- Informational presentation to faculty. Even with low turn-out, we get good engagement around the event.
- October 30 at 11 AM. Room 300 available. CLA CCAF would like to partner with us for event.
- Social on October 30 at 4:30 PM. Avo's at 4:30-6:30 PM is final decision.
- Ryan Brooks will send out presentation for our comment.

c) CCAF/NTTF Professional Development

- Based on feedback at IMT P&T Office Hours: As part of CCAF professional development proposal, maybe there's something for tenure-track faculty professional development, since it doesn't currently exist.
- Discussion concluded that including all faculty was a good idea, but committee concerned that CCAF might fall by the wayside in a larger faculty professional development discussion.

d) Other

- CLA CCAF Committee is interested in CoNTTF doing a wider survey of Teaching Professorships across the university, including research requirements, if promotions are offered, etc., so that we might be able to leverage some of that information to advocate for workload equity and opportunities.
- Discussion determined we should start with IR website about numbers of faculty in each category. Information about research requirements and effort distributions will require faculty members to self-report. Not everyone knows or will self-report.
- Ryan will ask senior HR what data they can give us.