

Nontenure Line Faculty Committee
Meeting Minutes
Friday, October 21, 2016
1:00 – 3:00 p.m., JCK 880

Welcome:

Faculty Chair Alex White. Members/Liaisons present: Caprice Pierucci, Sherri Mora, Andrew Marks, Sherwood Bishop, Shannon Duffy, Wendi Davis, Susan Holtz, Gloria Velasquez, Maureen Lemke, Glynda Betros, Amy Meeks, Sharon Armstead, Suzy Okere, and Jo Beth Oestreich.

Referendum

- Buttons- *One Faculty* buttons were made to encourage (eligible) faculty to vote for the upcoming Constitutional Amendment.
- Forum: Nov. 7 at 3:00 PM, JCK 11th Floor: This is the final of 3 forums providing faculty an opportunity to learn about the upcoming Vote. The previous two forums did not have a strong turnout.
- Definition of Faculty Voter: This information was presented to clarify eligible faculty voters. Faculty voters are those faculty members, exclusive of per course faculty, who hold academic rank in a department at a rate of 50% or more and who do not hold an administrative appointment outside of their College. Below is additional information provided by Chairman White where faculty can access information about the upcoming vote which will be held **November 9-16, 2016**:
- Information on Senate website:
 - Background
 - Powerpoint prepared for forums
 - Statement of Amendment
 - Under About Us
 - Constitution
 - Standing Rules
- Ratification Requirements:
 - Participation of 2/5 of faculty voters **AND**
 - Of those who vote, 2/3 must vote in favor of the amendment.

Additional Information: Chairman White reported:

- University Research Enhancement Committee guideline revision: Extend eligibility to apply as principal investigators to clinical faculty and professor of practice at assistant, associate, and professor ranks
- Parking Update: Chairman White shared Nusbaum spoke to the Faculty Senate and reported Parking Services desires to create more parking, but there is no money available to fund construction of new parking spaces. Parking Services did report the lots and garages listed below *typically* have parking spaces available after a count has occurred at 8:00 am and noon:
 - Academy Street Garage (304) 70-30 spaces
 - Mitte (R40) 40-15 spaces
 - Woods Street Garage (R42) 150-20 spaces
 - Mathews Street Garage (R46) 150-75 spaces
 - Riverhouse (R19) 35-10 spaces
 - Jowers (R14) 60-20 spaces

- Sesson Lot (Rs) 40-10 spaces (will fill due to rain or meetings at facilities)
- Edward Gary Garage 150 spaces (requires the ED Gary restricted permit)
- Hornsby/Burleson areas (203) 50-20 spaces (red permits may use green and purple areas).

Parking locations listed above are full by 9:00 am.

- Department of Labor Rules Regarding Program Faculty: The Chairman reported minimum salary and overtime salary and exemptions which include teachers, but Post Docs are not exempt.
- Outside of Classroom Contact Hours: Chairman White provided the new language for Contact Hours Outside of Class (Office Hours):
Texas State has a longstanding tradition of faculty being reliably available for out of class instruction and advising of students and continues to affirm the value of these experiences for students and faculty.

Departments, schools and programs shall develop and publish policies for faculty expectations to dedicate time to meet, advise, and instruct students outside of class periods based on the considerations stated below:

- a. A variety of means may be used to meet with students, including in-person, via telephone, electronic communication, or other means that allow faculty to effectively support students outside of scheduled class periods.*
- b. The means faculty use should be appropriate to the number of courses they teach, the enrollment in the classes they teach, the student population served, and the instructional delivery mode(s) employed in their classes.*
- c. The number of hours scheduled per week should reflect the teaching load and class enrollment of the faculty member.*
- d. Contact hours outside of class should be convenient to students and flexible enough to provide reasonable access for students who may have class conflicts. For example, contact hours outside of class scheduled at the same time on M/W would restrict access for students who have class at that time.*
- e. Instructors should announce in class how and when they will be accessible outside of class, include this information on syllabi, and have their contact hours and means on file in their department/school offices.*

Meeting Adjourned at 2:00 pm

2:05 Closed Session with members only to Review NLF Workload Release Applicants:
Results to be shared with the Committee at the November meeting.

Future Committee Meeting Dates:

November 18

December 16

Respectfully submitted by:

Jo Beth Oestreich

Relevant Paragraphs of Teaching PPS 4.01

24. Faculty members are expected to keep regular office hours suitable to meet with, confer with, and counsel students. Office hours should be chosen for convenience of student visits and should be posted. Normally, it is expected that a minimum of five hours of office time per week should be kept on an announced schedule and that faculty members should be available for student conferences at other times by appointment.
25. Instructors should publicize their office hours in classes, on syllabi, and on their office doors.
26. Instructors are expected to remain available during each entire office hour. If they must cancel any office hour because of illness, attendance at a professional meeting, or an important and unavoidable commitment, they should inform their department chair/school director and students.