

## Nontenure Line Faculty Committee

### Minutes

Friday, November 16, 2018

1:00 – 3:00 p.m., JCK 880

**Members Present:** Janet Bezner, Dan Smith, Matari Gunter, Shaun Kemp, Amanda Scott, Sherwood Bishop, Dale Blasingame, Glynda Betros, Erin, Kehr, Kevin Jetton, Suzy Okere, Susan Holtz, Sandra Duke, Regina Jillapalli, Sharon Armstead, Renee Wendel, and Jo Beth Oestreich.

#### Welcome, Introductions & Announcements

- Introductions of new members
- Approval of past meeting notes (10/19/2018)

**Chair:**

**Janet Bezner**

**Vice-Chair:**

**Kevin Jetton**

**Secretary:**

**Jo Beth Oestreich**

#### New Business

1. Discuss NLF Workload Release applications (all):

- We need to review D of the Rubric: *Applicant has secured necessary financial, scholarly, technical, and other resources or agreements needed within the Workload Release period to carry out the project, including communication with any entities central to the proposal.*
- Additionally, we need to ask for a post report before being eligible to apply for future Workload Release time. **Note: There are 42 hours available for Workload Release per semester.**
- We need to clarify what applicant [Kevin Mooney's] request is for workload release semester[s].
- We need clarification from applicant [Ellen Duchaine] regarding hours of work release.

**MOTION:** To forward the eleven applications (See attached) for Work Load Release for spring and fall 2019. Motion made by Glynda Betros. Susan Holtz seconded the motion. Motion: **PASSED.**

2. Discuss change [in red] to AA/PPS 04.02.03.

The Faculty Development Leave PPS states that faculty must have completed six or more years of service **at the time the development leave period begins**. The NLFWR PPS should follow the same eligibility guidelines. Suggested clarification is below in red.

Eligibility to apply and be considered is limited to faculty members with:

- a. one of the following titles: lecturer, senior lecturer, clinical lecturer, clinical assistant professor, clinical associate professor, and clinical professor, lecturer of Practice, assistant professor of Practice, associate professor of Practice, and professor of Practice.
- b. at least eight long semesters of service at Texas State with a 50 percent or more full time equivalent (FTE) teaching appointment **at the time the leave period begins**; and
- c. a 100 percent FTE teaching appointment **at the time of application the leave period begins** and during the semesters of the workload release project.

\*We will send the above changes for review to Dr. Debbie Thorne.

#### Old Business

1. Debrief meeting with Associate Provost in October (all): How Years of Service are recognized (part A of notes). There is a possibility of an expectation personnel committees across the university will include NTL faculty. Jo Beth/Janet will make a list of items we heard to get her confirmation

regarding the list of responses. Sherwood would like to investigate, informally, an option related to revisiting affordable housing financial support from the San Marcos City Council. We need to see the CUFA data related to university pay. Perhaps address data with one year contracts impacting prospective grant funding for NTL faculty—their job security or ability to state they will be at the university for 3 years, may not receive the grant due to lack of job security.

2. Draft NLF survey to collect information regarding retirement benefits and other items of interest to NLF. (Amy, Dan, Shannon). **UPDATE:** No update at this time.
3. Faculty Development Proposal (Renee, Glynda, Sharon, Susan): **UPDATE:** Renee reported the following data for the committee: Examples of prospective Professional Development for NTL include:
  - The list is attached at the end of the minutes
  - The sub-committee group will identify and share two topics to present for spring 2019 professional development.
4. Updates from Faculty Senate/CAD/State meeting of Texas Faculty Senates (Janet): A question was asked related to Research Faculty requirements to require a scholarly expectation. This will change the expectation of Professors of Practice. There is a concern the prospective new policy requirements may require Professors of Practice to complete scholarly expectations. There needs to be assistance with course release for these faculty.

**UPDATE:** The Senate received a concern about the hire of the new English Chair. NTL faculty were not able to participate in the voting process. The Senate noted its concern related to this process. The Senate wants to change the university policy related to permitting NTL faculty to participate in the voting process of new chairs. Refer to **APPS 04.01.04**. We will ask for a change in the policy **to ADD ...and non-tenure line faculty...** as it relates to voting of new candidates. In late October the faculty senate across state universities met in Austin. One panel topic included NTL faculty. University of Houston has made some great strides in their contracts for NTL faculty. Examples from the discussion: the university tackled salary compression, created a career path for NTL faculty, and changed their policies related to annual evaluations and promotions. Janet will invite someone from University of Houston to speak at our NTL meeting in January. A point was raised regarding having an external review board to determine how our university is working. Susan would like to propose an external review board related to NTL faculty at the university. We do complete Academic Program Review at TX ST. We have external experts to look at our programs.

**Policy Review Process:** The Senate stated this is a challenge to review. Additionally, the Senate discussed infrastructure. How are we keeping our infrastructure up to speed, i.e. staff support, counseling center, parking, etc? The President stated this is done at the Cabinet level. TX ST is looking for a new Police Chief, Career Service Director, and .. We will use a search firm to help with this process. There is some concern related to the impact of moving to Round Rock (RR) and lack of support at the RR campus. In December, the President will speak to the Senate about the election update.

Item#s	Initiative(s)	Lead(s)
1 & 3	NLF recognitions at Convocation & Years Of Service calculations – Discuss plan for going forward to make changes in the current process <b>Update:</b> Suzy reported faculty are recognized for making tenure at university convocation, not NTL faculty. She is drafting a letter to	Sherwood Bishop Suzy Okere

	the President to request NTL faculty be included and recognized for promotion at convocation (Assistant to Associate). The letter should be sent to the President in the next couple of weeks.	
4	<p>Retirement benefits as it relates to NLF – Janet and Amy asked the Provost’s office if NLF could be added to the Phased Retirement Plan (<a href="http://policies.txstate.edu/university-policies/04-04-51.html">http://policies.txstate.edu/university-policies/04-04-51.html</a>).</p> <p>Debbie Thorne responded: <i>The phased retirement program is predicated on the fact that tenure carries an entitlement to continued employment as a member of the faculty at Texas State. Therefore, tenure must be formally relinquished. The ability to retain the continued employment entitlement is secured by the phased retirement agreement at the time a faculty member relinquishes tenure. No other faculty titles/positions carry this entitlement. Non-tenure line faculty may seek employment at a reduced percentage of workload after retirement. This appointment is contingent on student demand and other factors.</i></p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Clarify what “reduced percentage of workload” is for NLF. Clarification from Provost’s office: <i>“NLF may be hired as per-course or percentage FTE (less than 100%) as a transition toward retirement (or for other reasons). This arrangement is based on the instructional needs of the academic department and negotiations with the department chair/school director. There are also rules regarding retirement and subsequent state service.”</i></li> <li>2. Create a survey to gather data from NLF on this issue. Fall 2018. Need members to take lead on survey creation. Amy, Dan and Shannon have agreed to develop this survey. They will bring a draft survey in October. Committee members are encouraged to submit questions for the survey.</li> </ol>	Amy Meeks
5	<p>NLF eligibility for career paths, roles and opportunities at the university.</p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Create a draft of an NLF career path at Texas State.</li> <li>2. Create a way to generate increased funding for NLF salaries.</li> </ol>	Amy Meeks Sherwood Bishop Rose Pulliam Matthew Bower

**Adjournment at 3:00 pm**

Respectfully submitted,  
Jo Beth Oestreich, Secretary

**NEXT Meeting – Friday, December 7, 1:00-3:00 pm. We will have Zoom available for colleagues off campus.**

**January meeting on January 18, 1:00 – 3:00 pm**

## Faculty Development Proposals from Sub-Committee, Reported by Renee Wendel

- Various media for delivery (webinar, podcast, video, text, face-to-face)
- Face-to-face meetings w/ focused topics for Q&A (see **social events below**)
- Topics for **new and seasoned** faculty

### Examples:

- a. How to build a syllabus (required elements in a syllabus) develop quick links that take only 1-5 minutes to review/answer a question
- b. Who is my college librarian?
- c. Faculty Qualifications and Annual Review
- d. Testing services
- e. Classroom Technologies
  - i. How to effectively use Office 365 Apps
  - ii. Other specific applications (tophat, kahoot, etc)
- f. Classroom management
  - i. Large classes
  - ii. **Student handbook /honor code issues?**
  - iii. Honor code/academic misconduct
  - iv. Student mental health resources or difficult students
  - v. ODS/Accessibility/Accommodations? Putting it all together;
- g. Pertinent UPPS and where to locate them.
  - i. Effective use of technology in the classroom
  - ii. Handling sensitive topics
  - iii. Title IX
  - iv. **Multicultural/inclusion/cultural competence (equality university)**
  - v. Issues of academic freedom for NLF with year-to-year contracts (this is being addressed via the Academic Freedom Committee, so we can partner with them.)
- h. New Faculty top-10 (or 5) - What would this be?
- i. Setting up or teaching departments how to mentor their faculty
- j. Monthly or quarterly **face-to-face social** outreach events where NLF can share ideas and build community
- k. **"Hot-button issues" 30-40 min proff dev/discussion/social**

### Action Items: **(immediate – select/develop/schedule 2 for the spring)**

- a. Add to an already developed survey and distribute
- b. Get feedback and input from committee members
- c. Organize and prioritize topics based on feedback
- d. Decide which topics would be suitable for which delivery format

**Nontenure Line Faculty Committee**  
**Minutes**  
**Friday, September 14, 2018**  
**1:00 – 3:00 p.m., ELA 344**

**Members Present:** Janet Bezner, Kevin Jetton, Gloria Veasquez, Thomas Varacalli, Kay Newling, Jarrred Knittel, Dan Smith, Sandra Duke, Katie Salzmann, Caprice Pierucci, Christi Townsend, Glynda Betros, Suzy Okere, Susan Holtz, Sherwood Bishop, Renee Wendel, Amy Meeks, Katie Jane Bradley, Shawn Camp, Wendi David, Sharon Armstead, and Howard Williams.

**Welcome, Introductions & Announcements**

- Introductions of new members
- Approval of past meeting notes (8/21/2018)

**Chair:** Janet Bezner  
**Vice-Chair:** Kevin Jetton  
**Secretary:** Jo Beth Oestreich

**Old Business**

1. **NLF Orientation in August** (Janet) – A total of 51 NLF participated in the 3 sessions held on August 21 and August 22. Thank you to the committee members who assisted with these workshop sessions: Kevin, Amy, Jo Beth, Shannon, Matthew Bower, Glynda, Gloria, Wendi.
2. **Dr. Catherine Hawkins**, Director of Faculty Development: She desires to encourage creating faculty development for NLF. She encouraged members present to brainstorm ideas/types of topics NLF can create for faculty development, specifically, accessible on-line modules and face-to-face sessions. She supports developing ways to provide more professional development resources for NLF. Ex. 4-part series on Honor Code; IRB and Service Learning. Hawkins shared there are changes planned to this university position, i.e. moving to a full-time staff position. Chair Bezner appointed a committee to research and develop a proposal of action for professional development for NLF. This continues our committees' efforts to create a welcome kit for new non-tenure line faculty. Appointed Committee Members for this effort: Renee, Susan, Glynda and Sharon. The committee was asked to meet and bring a proposal of ideas to the November NLF meeting.

**Old Business**

3. **NLF Annual Fall Reception** (Kevin)
  - a. **Invitation/RSVP**- We have 3 outside sponsors: McGraw-Hill, Top Hat and Packback. There are **148 RSVP's**. Of the 148 registered, 114 of this number are NLF. We have 19 VIP Guests.
  - b. Funds collected-**\$6,700**.
  - c. **Event Tasks**-Kevin and Valerie will pick-up and store the products from SPEC's. Caprice will assist with gathering the Door Prizes. NLF committee members are not eligible to win the door prizes. Volunteers assisting at the welcome table beginning at 3:30 include: Amy, Jo Beth, Gloria, Susan, and Sherwood. Jo Beth will help with the clean-up. Sherwood will make posters for the sponsors, etc. to be visible at the event.
  - d. **Recognition/remarks**: President Trauth is coming and Chair Bezner is helping to draft her message to attendees. One element we would like her to address is share the number of NLF members who teach at Texas State. Bezner will also introduce the VIP's too.
  - e. **Future discussion**: Consider having the event on a Monday or Wednesday to provide opportunity for those who teach on Tuesday evening to attend.

**New Business**

1. Create agenda for Provost and Associate Provost meeting with NLFC on **October 19**.
  - a. **NLF salaries**-discuss the disparity across the university-how to align with departments who pay their NLF well, etc. We want to share the changing roles of responsibilities within the university. To assist with this discussion, we should provide comparison charts analyzing various related pay compression across our university and other institutions similar to Texas State.
  - b. NLF recognition-discuss how to acknowledge service to Texas State at Convocation and in other venues.
  - c. NLF career path- We would like to create some type of standard across the university. How do we become a priority for the university?
  - d. Discuss our concern related to changes for lecturers not being able to participate in the Fulbright Program. "Reference to the September 11 issue of *The University Star*."
2. The spring January NLF orientation will take place on **January 10, Thursday, from 2:00-4:00 pm**.

4. There is an upcoming professional Development opportunity for The 5 Choices to Extraordinary Productivity scheduled for Thursday, October 4, 2018 in JCK 460 from 8:00 am – 5:00 pm.

Item#s	Initiative(s)	Lead(s)
1 & 3	<p>NLF recognitions at Convocation &amp; Years Of Service calculations – Discuss plan for going forward to make changes in the current process</p> <p>Suzy reported faculty are recognized for making tenure at university convocation, not NTL faculty. She is drafting a letter to the President to request NTL faculty be included and recognized for promotion at convocation (Assistant to Associate). The letter should be sent to the President in the next couple of weeks.</p> <p><b>Update:</b> The letter has been drafted and is currently being reviewed. The letter will be sent out in the next week...requesting non tenure faculty who are promoted be publicly acknowledged at Convocation.</p>	Sherwood Bishop Suzy Okere
4	<p>Retirement benefits as it relates to NLF – Janet and Amy asked the Provost’s office if NLF could be added to the Phased Retirement Plan (<a href="http://policies.txstate.edu/university-policies/04-04-51.html">http://policies.txstate.edu/university-policies/04-04-51.html</a>). Debbie Thorne responded: <i>The phased retirement program is predicated on the fact that tenure carries an entitlement to continued employment as a member of the faculty at Texas State. Therefore, tenure must be formally relinquished. The ability to retain the continued employment entitlement is secured by the phased retirement agreement at the time a faculty member relinquishes tenure. No other faculty titles/positions carry this entitlement. Non-tenure line faculty may seek employment at a reduced percentage of workload after retirement. This appointment is contingent on student demand and other factors.</i></p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>3. Clarify what “reduced percentage of workload” is for NLF. Clarification from Provost’s office: <i>“NLF may be hired as per-course or percentage FTE (less than 100%) as a transition toward retirement (or for other reasons). This arrangement is based on the instructional needs of the academic department and negotiations with the department chair/school director. There are also rules regarding retirement and subsequent state service.”</i></li> <li>4. Create a survey to gather data from NLF on this issue. Fall 2018. Need members to take lead on survey creation. Amy, Dan and Shannon have agreed to develop this survey. They will bring a draft survey in October. Committee members are encouraged to submit questions for the survey.</li> </ol>	Amy Meeks
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**Faculty Senate Update:** Information about the Office of Equity and Access from the Chief Diversity Officer, Ameerah McBride (new this spring). Scott Bowman, the new Special Assistant to the Provost for Diversity and Inclusion, has been invited to speak to our committee in the spring. The Student climate survey completed last year will be the source of action for the new Council on Inclusive Excellence, which Ms. McBride is chairing. The Equity office is having an open house Wednesday, September 26. A new task force on student voter registration (Ana Juarez) desires to add this content to the US1100 courses, or in Government classes. *Move Texas*, a non-partisan group who encourages students to vote has been requesting class time to present their efforts to students. The Provost does not support class time for this effort. It is an external organization. They are permitted to share their mission in public spaces (following procedures to set-up a table, etc.), but our classrooms are not considered public spaces. Faculty can encourage our students to participate in the voting process, register, etc., as long as we remain non-partisan.

**Adjournment**

**NEXT Meeting – Friday, October 19, 1:00-3:00 PM**

Respectfully Submitted,

Jo Beth Oestreich, Secretary