

**Nontenure Line Faculty Committee**  
**Minutes**  
**Friday, January 18, 2019**  
**1:00 – 3:00 p.m., JCK 880 and via Zoom**

**Members Present:** Janet Bezner, Kevin Jetton, Renee Wendel, Jarred Knittel, Dan Smith, Amanda Scott, Shannon Duffy, Amy Meeks, Glynda Betros, Maureen Smith, Shawn, Camp, Susan Holtz, Matthew Bower, Caprice Pierucci, Sandra Duke, Katie Salzmann, Wendi David, and Dale Blasingame.

**Welcome, Introductions & Announcements**

- Introductions of new members
- Approval of past meeting notes (12/07/2018)

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

**Old Business**

1. Changes to policies have been forwarded to the Senate, who will review and forward to Associate Provost.
  - a. AA/PPS 04.02.03
  - b. AA/PPS 04.01.04

As a result of conversations the Senate had with the Associate Provost in December requesting input on policy revisions prior to a policy being revised, the Senate has been asked by Dr. Thorne to identify academic affairs policies that the Senate would like to discuss prior to revision. Janet will be involved with selecting the policies. NTL members are encouraged to review and send comments to Janet regarding which Academic Affairs policies to focus on at this time. Dr. Thorne completed some bench marking with the University of Houston (UH), Texas A&M and four other institutions regarding policies for NTL faculty. She attended two CAD meetings and suggested chairs and deans include NTL faculty on departmental Personnel Committees. Additionally, she provided model language for chairs and deans to incorporate in their personnel committee policy to address this issue.

2. NLF Orientation held January 10, 2:00-4:00 PM, UAC 382. Thanks to Jo Beth, Shannon and Gloria for facilitating. 13 attendees. For future presentations, a suggestion was to focus on the 'basics' of what new faculty need to know, i.e. getting a photo ID, parking, etc. Perhaps exclude elements related to the make-up of TX ST, i.e. number of students, etc.
3. Follow-up on meeting with Associate Provost in October (Janet) - Janet and Alex White met with Associate Provost on January 10. **UPDATE:** Dr. Thorne shared information learned from her research gathered from other universities related to NTL faculty, i.e. career paths (*Professors of Practice*). Challenges stated by Dr. Thorne related to changes in **career paths at TX ST:** the need to develop a rigorous teaching faculty evaluation; what levels of a raise would NTL receive? Currently, 7% is for tenure track faculty; She stated our university is fast on tenure and promotion (we are at 5-6 years), some universities have a hard 7 years. Our response: invite Texas A&M and UH speakers to visit with us about their NTL initiatives. Additionally, the **CUPA pay** is another concern with all faculty. Regarding the **home buying program in San Marcos:** the university is still requesting availability for all faculty, and will continue the conversation with the city and the city of Round Rock. The Clinical faculty and Professors of Practice faculty policies have been revised to include **scholarship requirements**. Dr. Thorne recommends one course reduction of course load per year to meet the new criteria changes for clinical and professor of practice faculty.

**Our questions/concerns:** is the current 5 question survey by students used for merit? How is this reflected with terminal degree faculty and those with Master's degrees and renowned in his/her field? Another variability in our university is new or NTL faculty do not receive a **course release** to create new courses (tenure faculty do). How can this variability be addressed across the university?

4. **Faculty Development Proposal** (Renee, Glynda, Sharon, Susan)
  - a. We will **change** the February 25, 12:30-2:00 meeting time to **February 18, 2019** in Jones Dining Center Faculty and Staff Dining Room. Topic: Diversity and Inclusion of NLF in the campus community. Speakers: Ameerah McBride and Scott Bowman. Valerie is assisting in reserving the room. The committee will provide drinks and dessert. This will be a 20 minute presentation on the topic, then transition to table talks to facilitated by NLFC members.

- b. **April 4, 5:00-6:30** in Jones Dining Center Faculty and Staff Dining Room. Topic: Pedagogical practices in large classrooms. Speaker: Paul Mencke. **NOTE:** Amanda Scott will assist in developing a flyer for these events.
  - c. Status of proposal to forward to Catherine Hawkins? Renee and Janet will check with Catherine to advertise these events. NLF committee members will advertise these events to their departments and colleges.
5. Draft NLF survey to collect information regarding retirement benefits and other items of interest to NLF. (Amy, Dan, Shannon) – **UPDATE:** the sub-scommittee created a survey to be sent to NLF spring, 2019. Members present at *this* meeting provided suggestions to modify generated survey questions. Janet will check with Susan Thompson to review the survey and assist to send it out to NLF this spring (2019).
  6. Review part-time teaching award application and make revisions. **UPDATE:** This award is for faculty teaching less than %75 or less. **Recommendations:** The committee desires applicants to submit a CV, 3, respond to 2 of the 3 teaching statements (if more than 2 completed, the first 2 responses will be reviewed), written comments from students, and a written letter of support from a faculty member. Optional documents to include: course syllabus, innovative assignment and additional letters of support from a member of the campus community, (excluding students or faculty they manage). Wendi David will edit the rubric and submit revised rubric to Janet.

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><b>Update:</b> 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. <b>MANAGED</b></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>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. <b>DEVELOPED</b></li> </ol>	Amy Meeks

5	NLF eligibility for career paths, roles and opportunities at the university. Next steps: <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> <b>MANAGED</b>	Amy Meeks Sherwood Bishop Rose Pulliam Matthew Bower

**Adjournment at 3:00 pm**

Respectfully Submitted,

Jo Beth Oestreich, Secretary

**Next Meeting – Friday, February 15<sup>th</sup>, 1:00-3:00 PM JCK 880 and by Zoom.**

**Upcoming spring meetings: Friday, March 8, 2019, 1:00 – 3:00 and April 12, 2019 PM JCK 880 and by Zoom.**

**Potential agenda items: Fall NLFC Reception planning, Planning for Professional Development events, Texas A&M and University of Houston Senate representatives, invite person who spoke about retirement.**