

09/18/15 Minutes – Nontenure Line Faculty Committee Meeting

Glynda Betros, Sherwood Bishop, Wendi David, Emily Harrington, Susan Holtz, Brian Johnson, Susan Lee, Maureen Lemke, Andrew Marks, Amanda Meyer, Sherri Mora, David Nolan, Jo Beth Oestreich, Suzy Okere, Thomas Puffer, BJ Spencer, Sue Stewart, Allie Thomas, Christi Townsend, Renee Wendel, Alex White, Howard Williams, Christina Youens attending.

1. **Introduction of New Members** -- Dr. Alex White called the meeting to order. Welcome Thomas Puffer, Christi Townsend, Howard Williams, and Christina Youens.

2. **Review of PPS 8.11**

- Alex gave an overview of scheduled revisions to PPS 8.11 concerning evaluation of nontenure line faculty. The word 'adjunct' is being replaced throughout with the term 'nontenure line faculty'.
- Discussion about variability among departments in application of the policy
 - Modern languages not using policy
 - Political Science working on implementing changes to apply policy
 - C & I making improvements
 - Math incorporating mentors for all new nontenure line lecturers (senior lecturers can serve as mentors) and using a flexible weighting percentage for merit decisions
 - English and Chemistry & Biochemistry using 2 distinct pools of money for merit allocations to tenure track/tenured faculty and nontenure line faculty
 - Finance and Economics developing new plan for allocation of merit, considering how merit pools are allocated, faculty activity plans (presented by Sherwood Bishop)
 - Question: are separate departmental policies for evaluation of tenure track/tenured faculty and nontenure line faculty required by PPS 8.11?
 - HHP using two separate policies for evaluation
- Broader discussion on inclusion of nontenure line faculty in departmental governance and evaluation procedures
 - Journalism and Mass Comm have David Nolan and Kim Fox (recently promoted to Associate Professors of Practice) sitting as *ex officio* members of the Personnel Committee (PC)
 - English using open PC meetings (to every faculty member) – only closing meetings during votes
 - Music doing something similar?
- Andrew Marks' project as Senate Fellow this year focuses on equity and evaluation of nontenure line faculty

- Sherri Mora presented a motion for the committee to create a central document of best practices across campus with regards to equity and evaluation procedures covered by PPS 8.11 for nontenure line faculty. Motion seconded by Emily Harrington. Motion passed with unanimous approval, no abstentions.
- Sherri Mora has created a TRACS folder on the committee TRACS site that will hold existing resources and be a central repository for members to add departmental policies.
- Susan Holtz reminded the committee that Debra Feakes has data regarding merit distributions in university departments. Alex White will ask Debra for details.

3. Nontenure Line Faculty Survey Results

- A survey of nontenure line faculty was conducted by Debra Feakes in May 2015.
- Alex White re-evaluated the quantitative results and has posted the information on the committee TRACS site in the NLF Survey 2015 folder
- Analysis of qualitative responses prepared by Andrew Marks, BJ Spencer, and Susan Lee was distributed.
 - Three broad categories related to comments – value, equity, and voice – were identified.
 - The committee identified equity, opportunities for advancement, and available resources as areas of focus.
 - Debra Feakes is continuing the **Dialogs for Nontenure line faculty**. Please forward the email information to any new NLF in your department.

4. Workload Release Application

- Only 1 application has been received so far. Encourage applicants from your departments.
- NLF committee liaisons are encouraged to apply.
- Some restrictions – faculty need to have taught at Texas State for 8 long semesters in order to apply.

5. University Awards

- The only university award that NLF are not currently eligible for is the Graduate Outstanding Mentor Award. The eligibility restriction to tenure track/tenured faculty is set by the Conference of Southern Graduate Schools (CSGS). A request has been made that Texas State establish a similar award to recognize NLF who serve as graduate mentors.

6. Information Items

- Share your thoughts on CAMPUS CARRY. The university website for the CAMPUS CARRY law explains the law and gives the opportunity for faculty to let their voice be heard in regards to development of a policy to comply with the law.
- The Texas State Provost has begun the process of converting some departmental nontenure line faculty positions into permanent 'lines'. This implies a steady funding source for the position that is considered a permanent 'line'.
- Amanda Meyer shared that English recently gave all lecturers a 5% raise and ensured that all were assigned at least 2 courses.
- Service obligations for senior lecturers are decided at the departmental level
- The new Vice President of Information Technology (Dr. Solis) views his job as training faculty in the most effective use of technology. Take advantage of resources available from ITAC.
- NLF committee meetings are the 3rd Friday of each month.

7. Adjournment

10/16/15 Minutes – Nontenure Line Faculty Committee Meeting

Glynda Betros, Sherwood Bishop, Wendi David, Shannon Duffy, Yvonne Eixman, Susan Holtz, Brian Johnson, Maureen Lemke, Andrew Marks (by phone), Amy Meeks, Binita Mehta, Amanda Meyer, Sherri Mora, Suzy Okere, Katie Salzmann, Christi Townsend, Renee Wendel, Alex White, attending.

1. Workload Release Program

- There are 13 applications to be reviewed. The applications and rubric are posted on TRACS to be reviewed and scored by members of the NLF Committee.
- Sherri Mora made a motion that members send their scoring results to Alex White by Nov. 12 so that Alex can analyze the distribution of scores. Suzy Okere seconded the motion and the vote was unanimous to approve.
- The committee will meet on Nov. 13 at 1pm to decide on awardees.
- What about the situation where an applicant should have recourse to another source of funding for the proposed workload release project? Alex White will ask Sriramen or Debra how this is handled.

2. Merit Policy Review

- Proposed goal → Presentation of NLF committee work to the Joint Session of Academic Deans and Chairs to increase awareness that:
 - The NLF committee is collecting a repository of University and Departmental policies related to merit and review of nontenure line faculty.
 - Some departmental policies are judged to be more equitable than those in use by other departments.
- Discussion about proposed goal:
 - What is the consequence for noncompliance with existing policies?
 - What avenues for change are available?
 - The Senate and the Nontenure line faculty committee do not have the power to enforce policies, but identifying problems could be helpful in and of itself.
 - Policies often have associated ‘inertia’ and faculty may be unaware of existing policies.
 - Bringing attention to issues related to NLF has been effective in the past, with regards to a classification name change and length of appointments available to senior lecturers.
 - Access to the Provost and President would be increased by presentation of goal to the Joint Session of Academic Deans and Chairs.
 - Proposal for our committee to conduct a study of merit distribution for departments – Alex White will ask Debra Feakes about this data.

- Our committee can make it 'easy' for Chairs and Deans to apply best policies to nontenure line faculty
- Renee Wendel made a motion, seconded by Sherwood Bishop with unanimous approval that the committee will adopt the following 2 goals for this year:
 - 1. Create a bullet point list highlighting the BEST POLICIES for merit and evaluation of nontenure line faculty currently in use at Texas State
 - 2. Evaluation data for merit distribution for NLF in comparison to Tenured/Tenure-track faculty in departments at Texas State

3. 2016 AAUP Annual Conference

- Think of proposals for presentations at this meeting – discuss proposals at next meeting on Nov. 13
- Dec. 7 is the deadline to submit proposals

4. Items from the floor

- Susan Holtz proposed that an expectation of committee member and liaison responsibilities be delineated.
 - Members and liaisons should be communicating outcomes of NLF meetings to individual departments (as an expectation, not an individual member's initiative)
 - Psychology department Chair asks both the Senate rep and the NLFC rep to give periodic updates
 - Come to the next meeting with suggestions for departmental interactions that should be occurring between NLFC members and liaisons with the department.

5. Adjournment

2/19/16 Minutes – Nontenure Line Faculty Committee Meeting

Glynda Betros, Sherwood Bishop, Wendi David, Shannon Duffy, Yvonne Eixman, Emily Harrington, Susan Holtz, Maureen Lemke, Andrew Marks (by phone), Amy Meeks, Sherri Mora, Kay Newling, David Nolan, Jo Beth Oestreich, Katie Salzmann, Christi Townsend, Allie T, Renee Wendel, Alex White, Howard Williams attending.

1. Part-time Faculty Award

- Please encourage part-time faculty (who are 75% or less) in your department to self-nominate for this award by Mar. 11.
- Materials for the award will need to be submitted to the NLFC (Valerie Anderson) by Mar. 28
- NLFC Members from each college will meet, review applications for their college, and choose the awardee for their college by Apr. 1

2. Workload Release Training Session

- Andrew Marks and Debra Feakes worked together to present a workshop aimed towards tenured faculty applying for workload release through the Faculty Senate. It was suggested that the NLF Committee offer a similar workshop for nontenure line faculty who apply for the NLF Workload release program
 - Sherri Mora made a motion that the NLFC form a committee to prepare a workshop
 - Shannon Duffy seconded the motion and it passed by unanimous vote
 - Sherri Mora, Andrew Marks, and Wendi David volunteered to be on the committee.
 - It was suggested that someone on the Faculty Senate who is familiar with the workload release process also participate, as well as previous successful NTL recipients of workload release.
 - The timing of the proposed workshop would be early fall semester right before the applications for workload release are due. The opportunity could be broadcasted at the NLF Orientations as well.

3. Role of NLFC members and liaisons

- The committee will formulate a list of rights and responsibilities belonging to members and liaisons
- Alex will craft a memo detailing these, send it out to the committee for review, and then forward the memo to the Faculty Senate
 - Suggested rights and responsibilities (send any additional comments to Alex at whiteale@txstate.edu)

- email NLF about meeting topics and discussions
- articulate the % of NLF on campus and why we are interested in shared governance
- communicate concerns of NLF to committee
- serve in an information transfer role (upper administration ← → Senate ← → faculty)
- review awards facilitated by NLFC
- advocacy role

4. Other items

- NLF Dialogs with Dr. Debra Feakes are continuing
 - in March or April the dialog will feature a roundtable with department chairs.
 - email questions you would like to see considered at this dialog to Debra at df10@txstate.edu
- PPS 7.22 needs to have the 3-year term limit changed to 5-year term limit
- Merit policy review
 - Please post your departmental merit review policies on the TRACS site before Spring Break (Mar. 11). Ask liaisons to provide dept policies also.
 - Alex will pull out items from each policy that relate to specific topics to draft a 'Best Practices Across Campus' repository
 - Final product will be available on the Faculty Senate website
- Campus carry
 - Democratic ballot referendum in primary
 - task force recommendations are nearing completion
 - Fall 2016 NLF Orientation needs inclusion of Campus Carry policies
- NLFC response to December webcast on nontenure line faculty?
 - Texas State looks great in relation to many other universities with respect to clear policies relating to nontenure line faculty
- Congratulations to Texas State for moving up 2 Carnegie levels (a national ranking of universities). We are now 1 level below Research 1 universities, primarily due to research expenditures.
- Questions –
 - Concern from a lecturer in PoliSci Will there be an actual 5-year term contract that is not renewable every year? -- NO
 - What expectation is there for development of a leave policy for NLF?
 - Chair of A&M Senate is a nontenure line faculty member.... what is the impediment to NLF inclusion in shared governance at Texas State?

- For the Health Professions move to Round Rock, what are the expectations with respect to NLF relocation?

5. Adjournment

5/06/16 Minutes – Nontenure Line Faculty Committee Meeting

Sharon Armstead, Glynda Betros, Sherwood Bishop, Wendi David, Shannon Duffy, Susan Holtz, Brian Johnson, Maureen Lemke, Andrew Marks, Amanda Meyer, Sherri Mora, Kay Newling, Jo Beth Oestreich, Katie Salzmann, Allie Thomas, Alex White attending.

1. Updates by Alex White

- NLF eligibility on Senate – Senate still in discussion
- Campus Master Plan – updated every 6 years. View website at <http://txstatemasterplan.com/> to see current recommendations and share your ideas.
- Jones Dining Hall will be open this summer after renovations and will include a separate faculty area
- Grade changes are now done online through CATWEB
- CVs will be entered using DIGITAL MEASURES. Faculty in some departments on campus have already been notified of this change and others have not received notification. Allie Thomas forwarded an email from her chair that discusses the implementation timeline. The email was circulated to committee members by Valerie Anderson.
- This summer faculty who teach correspondence or distance learning courses are piloting Online Exam Software (whether this includes faculty teaching any online course is not clear).
- The incoming new student class at Texas State is the largest ever and includes fewer transfer students (percentage-wise)
- A 3% merit pool is available for FY17. University is in good shape with regards to budget. Bad news – future allocations from Texas legislature look unpromising

2. Faculty Commons and NLF Orientation update by Andrew Marks

- Please make plans to contribute to the Faculty Commons discussion portal
- Volunteers are need for the NLF orientations in August
 - tentative time/location – Flowers Rm 230 Aug, 23rd at 2:30pm and 6:30pm and Aug. 24th at 9am
 - email df10@txstate.edu (Debra Feakes) or atmarks@txstate.edu (Andrew Marks) to indicate your willingness to volunteer

3. Memo to chairs about NLFC

- Alex presented draft of email to be sent to department chairs concerning the role of NLF and the NLFC
- word-crafting commenced (we're glad we have English faculty on the committee☺)

4. Workload release program

- Email notification of the program was sent out on May 6th
- Spread the word in your departments about the program
- Plans for a workshop covering the application process are underway (chaired by Andrew Marks)
- Maureen Lemke will email prior recipients of the WR program to get updates on what has been accomplished. This will give the NLFC some information to use in advertising the opportunity and checking on the success of the program.

5. Accomplishments page

- Ask NLF in your department to submit their accomplishments for potential posting – need to keep description to a short paragraph and should just include awards, presentations/publications, or special honors.

6. Adjournment – Next meeting will be June 10, 2-3pm

6/10/16 Minutes – Nontenure Line Faculty Committee Meeting

Sharon Armstead, Sherwood Bishop, Wendi David, Yvonne Eixmann, Maureen Lemke, Andrew Marks, Amanda Meyer, Sherri Mora, Kay Newling, Jo Beth Oestreich, Suzy Okere, Allie Thomas, Renee Wendel, Alex White, Howard Williams attending.

1. Updates

- NLF eligibility on Senate –
 - Senate deliberations on this topic resulted in the recommendation that all full-time faculty who have been here in excess of 6 years should be eligible to be elected Senator. No change to the composition of the Senate was recommended.
 - This change to election of senators will require a change in the Texas State Constitution. The voting on a change to the constitution will occur this coming fall semester.
 - 2/3 of faculty will need to vote and 2/3 of the votes will need to be in favor of the change in order for this constitution change to occur. *Encourage faculty to vote!*

2. NLF Orientation update by Debra Feakes and Andrew Marks

- Debra Feakes will not be here to lead the NLF Orientation this August
- NLF orientations in August
 - Flowers Hall, Rm 230 Aug, 23rd at 2:30-4:30pm and 6:30-8:30pm and Aug. 24th 9-11am
 - The jumpdrives will be updated by a volunteers – Debra will email to coordinate
 - Allie Thomas will coordinate gift bag items

3. Workload Release Training

- Andrew Marks is working on scheduling a date for the workshop to assist those submitting a proposal to the nontenure line faculty workload release program.
- A subcommittee was formed to assist in development of the workshop
 - Andrew M, Sherri M, Allie T, Sharon A, Jo Beth O, Howard W., and Renee W will meet on June 24th at 1pm in UAC 382

4. Workload release program

- An issue concerning the workload release program policies was discussed. A motion was made to allow a recipient of workload release to resubmit a change in the original proposal with, outlining the reason for the requested change. The motion was seconded and passed with unanimous approval.

5. Committee memberships

- Committee members serve 2-year appointments. Alex will send out a list of members/liaisons whose term is up for renewal and ask whether those members would like to continue serving on the committee.

6. 2016-2017 meeting schedule

- NLFC will meet on 3rd Friday of each month from 1-3pm (Sept. 16, Oct. 21, Nov. 18, Dec. 16, Jan. 20, Feb. 17, Mar. 24, Apr. 21, May 19)

7. Additional items

- Jo Beth proposed that the committee develop a recognition for NLF who have continuous, long-time service to the university but are hired on a per-course basis. These faculty do not receive recognition for longevity, as do full-time faculty.
- This will be the 1st agenda item in fall of 2016

8. Adjournment