**Non-tenure Line Faculty Committee**

**Minutes**

**Friday, February 18, 2022**

**1:00-3:00 pm  
UAC 275 and Zoom**[https://txstate.zoom.us/j/95041564851?pwd=U200TzR5a0RUcHZneXNtTTFTNlVZdz09](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftxstate.zoom.us%2Fj%2F95041564851%3Fpwd%3DU200TzR5a0RUcHZneXNtTTFTNlVZdz09&data=04%7C01%7Cjjensen%40txstate.edu%7C3bc91784b5a84fdb85bb08d9ea85e182%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637798682998686740%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=qbZa5mDXEt8lzQ%2FfJv0mHm91qqDbc94t3kMmEAKium0%3D&reserved=0)

Members Present: Jenn Jensen, Dr. Thorne, Kim Rosenbaum, Kris Toma, Glynda Betros, Selen Hatipkarasulu, Renee Wendel, Dr. Mark Brooks, Kay Newling, Dan Smith, Susan Holtz, Dan Snead, Shannon Duffy, Wendi David, Scott Vandenberg, Kevin Jetton, Amy Meeks, Elvia Perrin, Bradley Beauvais, Gloria Velasquez, Portia Gottschall, Matari Gunter, Ben Arnold, Suzy Okere, Valerie Anderson, and Jo Beth Oestreich.

Meeting called to order by Chair Jensen at 1:01 pm.

Special Guest: Associate Provost, Dr. Debbie Thorne. She asked to hear feedback directly from the NLFC about concerns/initiatives the committee identified in fall 2021. Specifically:

* **Phased retirement**: Upon review of Texas law and TEC is some phased retirement, whether on TRS or ORP (does not addresses this issue as presented); Tenure faculty release their tenure before entering the phased retirement, but no language for NLF. Dr. Thorne thinks this will be a topic for the new President, but will check with the Provost about this issue. Dr. Thorne is taking comments from the NLF related to this issue. This process could be a transition phase from employment to retirement. Phase Retirement agreement is based on the recommendation by the department and college to the Provost, if it makes sense i.e., service, course, etc. The faculty member retires, they relinquish their tenure, and go on a 1-3 year phased retirement. The faculty goes down to a 50% FTE to teach in fall or spring (no summer component). A department determines how to ease in a new faculty member with the current faculty member to mentor this new person. Another option is to consider length of service. When someone goes on phased retirement, the university may or may not replace that individual. This ties up a line 50% of the salary and benefits (financial budgetary component) related to reauthorization of that position. In a department showing growth, the university may continue to fund that line item. ***One question to consider***: what is the impact of 50% FTE tying up funds due to retirement? Per course faculty are paid out of a Group item of the budget. Another issue relating to Phased retirement for NLF could relate to the faculty’s service tied to TRS or as a university retiree.
* **Maternity/paternity leave donation pool**. State law signed during the last legislative session, ***Faculty Leave Pool***, established a state leave pool. The IRS is reviewing if donation to this leave is taxable. There *may be* tax consequences related to this new law.
* Promotion for NLF. Dr. Thorne is trying to host more workshops for promotion for Clinical, Practice, and Research Faculty. Dr. Thorne has asked Dr. Hastings to extend faculty development for NLF eligible for promotion.

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| **Old Business** | |
|  | Approval of November 19, 2021 minutes. Minutes approved as printed. |
|  | Spring 2022 New Faculty Orientation (January 14, 2022) Recap (Jo Beth) |
|  | **NLF Reception** (Kevin): RSVP’s have been sent out via Eventbrite. Please see attached documents. Kevin has produced the Invitation and request External funding form. Perhaps we can consider inviting Chairs to our Reception.  **New Faculty Orientation** (Jo Beth): Held on January 14, 2021 from 9-11:00 am via Zoom. We had several new faculty attend via Zoom for our session. |
|  | Appointment of subcommittee to review NLF Workload Release evaluation rubric (Jenn)   * During November 2021 meeting, we briefly discussed forming a subcommittee to review/revise policy. See attached doc. Jenn is asking for five volunteers for this subcommittee. Perhaps the committee needs to review how applications are reviewed. **Members**: Matari, Susan, Amy, Renee, and Kay. |
| **New Business** | |
|  | **Part Time Faculty Teaching Award Eligibility** (Jenn): “All faculty members teaching 75% or less FTE in both long semesters of the preceding calendar year are eligible for these awards, exclusive of those faculty members who have received this award in the preceding three years.”   * Potential **for subcommittee to review requirements**. Suzy, Matari, Wendi & Kim. * Multiple inquiries from people wishing to nominate faculty who are:   + Not instructors of record, and/or   + Full time administrative staff or administrators that are listed as program faculty (not actually faculty),   + If the spirit of the award is intended to recognize per course or non- tenure line faculty and not full-time program directors or administrators, the eligibility language should be revised. |
|  | Dr. Hastings asked about the Bookcats funding to use for Podcats end of year season reception. It would be about $260. **MOTION** by Renee Wendell to fund the end of year Podcats reception in lieu of funding book purchases for the spring 2022 Bookcats**. Second by Susan Holtz**. The Podcats will be done in March to engage the university community. Amy shared this is another method to engage our community. Renee Second Susan Holtz. **MOTION: PASSED**  **Around the table**  **Issues**: Issue related to **Permanently funded faculty and temporary funded faculty**. Is there criteria to understand how permanent and temporary funds are established?  **Are there university guidelines for when a class does not make or adjusting a full-time faculty’s course load**?  What are the guidelines to permit students to register late for courses or even later in the semester beyond the census date and/or supposed faculty permission? |
|  | Adjourn by Chair Jensen at 3:02 |

**Next Meeting: Friday, March 25, 2022**