

**Nontenure Line Faculty Committee**  
**Minutes**  
**Tuesday, August 21, 2018**  
**12:00 – 1:30 p.m., JCK 880**

**Members Present:** Janet Bezner, Kevin Jetton, Jarred Knittel, Dale Blasingame, Jean Bradley, Dan Smith, Shannon Duffy, Amanda Scott, Susan Holtz, Matari Gunter, Suzy Okere, Glynda Betros, Caprice Pierucci, Sherwood Bishop, Erin Kehr, Maureen Smith, Amy Meeks, Wendi David, Tom Varacalli, Matthew Bower, and Jo Beth Oestreich.

Welcome, Introductions & Announcements

- Introduction of new members
- Approval of past meeting minutes (5/18/2018)

**Chair: Janet Bezner**

**Vice-Chair: Kevin Jetton**

**Secretary: Jo Beth Oestreich**

**Old Business**

NLF Orientation this week (Janet)

- a. Tuesday, August 21 2:00 – 5:00 PM (Kevin, Amy, Jo Beth, Shannon)
- b. Tuesday, August 21, 6:00 – 9:00 PM (Kevin, Matthew, Jo Beth, & Shannon)
- c. Wednesday, August 22, 9:00-12:00 PM (Glynda, Gloria, & Wendi)
- d. Presentation assignments
  - i. Intro: Janet for all 3 sessions, slides 1-8
  - ii. Where to get answers: Slides 9-12 Janet, Matthew, Janet
  - iii. Teaching: Slides 13-25 Jo Beth, Jo Beth, Janet
  - iv. During the semester: Slides 26-34 Shannon, Shannon, Wendi
  - v. Expectations and Evaluation AND Support for Students: Slides 35-39 Kevin, Kevin, Glynda
  - vi. Support for faculty AND Policies: Slides 40-50 Amy, Kevin, Gloria

**NLF Annual Fall Reception** Update: (Kevin)

- e. Invitation/RSVP Tool Analysis: **78 people** have responded to the Save-The-Date notice. Send out another Evite the first two weeks of September (4<sup>th</sup> and 11<sup>th</sup>).
- f. Event Tasks: There are some concerns with generating name badges for our plus ones. A written report provided and will be added as an addendum to the minutes.
- g. **Recognition/remarks:** Chair Bezner will facilitate this portion of the program. We will recognize Work-Load Release recipients, etc. Additionally, she will draft a thank you letter on behalf of the Faculty Senate to the various sponsors for their support of this event.
- h. Financial support upate – please solicit donations from your departments! Note: estimated **budget \$3,750**. Monday, September 17 is the RSVP cut date. Members are encouraged to check with their publisher’s representative to donate for the event. Currently, we have received more funding than currently budgeted (all varies depending on RSVP’s). Dean Fleming of Fine Arts and Communication donated door prizes (two give-away items):
  - A pair of season tickets to the 4 Theatre productions in the Performing Arts Center

- A pair of tickets to the Supple Music Series and University Arts Series (4 eents highlighted by Ruthie Foster (Fall) and Count Basie Orchestra (Spring)).

Members are encouraged to seek additional door prizes for this event.

Additionally, we will invite President Trauth, Provost Bourgeois, Dr. Lloyd, Dr. Bowman, Faculty Senate Represenatives, and Debbie Thorne to attend our reception.

**2018-19 NLF Initiatives and Updates**

- September 14<sup>th</sup> (Jo Beth will check with Geo Dept. to see if we can reserve the large Conference room in Evans.) agenda (Andrew Marks Part-Time Teaching Award proposal; NLF Development webinars (10-15 minutes )on teaching topics in partnership with Faculty Development)
- October 19 agenda- Provost and Associate Provost confirmed
- November 16 agenda (NLF Workload Release application review)
- December 14 agenda (please note this is the second Friday of the month)
- January 18 agenda
- February 15 agenda
- March 22 agenda (Review of Part-Time Faculty Excellence in Teaching Awards) (please note this is the fourth Friday of the month)
- April 19 agenda
- May 17 agenda

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.</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>).</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.</li> </ol>	Amy Meeks, Dan Smith and Shannon Duffy

	<ol style="list-style-type: none"> <li>2. Create a survey to gather data from NLF on this issue. Fall 2018. Amy, Dan and Shannon have agreed to develop this survey. They will bring a draft survey in October.</li> <li>3. Committee members are encouraged to submit questions for the survey.</li> </ol>	
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>	<p>Amy Meeks          Sherwood Bishop          Rose Pulliam          Matthew Bower</p>
6	<p>Invite Dr. Bowman, Dr. Bourgeois, Dr. Thorne, etc. to come and speak to the committee this calendar year to cover topics on promotion, career path, retirement, salaries, etc.</p>	

**Other Discussion Items:**

1. Create a Fact Sheet (Frequently Asked Questions) of university language for new faculty and contacts within your various departments and/or university wide. Create a 'common sheet' of information for new faculty. Perhaps a *Welcome Packet* for new NL Faculty.
2. Encourage a Mentor system be developed within colleges/departments for new NLF via Deans or Chairs or both.
3. Part-time workload release application will be e-mailed Friday, August 24, 2018.
4. Valerie can provide an e-mail link for NLF communications.  
<https://tim.txstate.edu/emaillistmanagement/Login?returnurl=%2femaillistmanagement%2fHome.aspx>

**Adjournment at 1:25 pm.**

**NEXT Meeting – Friday, September 14, 1:00-3:00 pm in Evans, Room 344.**