

## Nontenure Line Faculty Committee

### Minutes

Friday, May 18, 2018

1:00 – 3:00 p.m., JCK 880

**Members Present:** Howard Williams, Maureen Lemke, Maureen Smith, Sharon Armstetad, Renee Wendel, Susan Holtz, Shannon Duffy, Amy Meeks, Holly Wise, Caprice Pierucci, Glynda Betros, Sherwood Bishop, and Jo Beth Oestreich.

Welcome, Introductions & Announcements **Chair: Janet Bezner**

- Minutes approved as printed.

#### **Old Business**

1. Andrew Marks Scholarship Initiative Update
  - a. Part-time Teaching Renaming – Janet is developing a proposal for the Provost.
  - b. Plaque for memorial garden (Rose) No update to report.
2. Update from Academic Freedom Committee: Renee stated the committee has not met and no updates are available to report at this time.
3. **NLF Orientation in August**
  - a. Tuesday, August 21 2:00 – 5:00 PM (Kevin, Amy, Jo Beth, Matthew, Shannon)
  - b. Tuesday, August 21, 6:00 – 9:00 PM (Kevin, Amy, Matthew, Jo Beth, Shannon)
  - c. Wednesday, August 22, 9:00-12:00 PM (Glynda, Gloria, Matthew, Wendi, Caprice)
  - d. Alkek Theatre orientation is August 22, 2:00 pm.
  - e. There are 52 slides. Janet will divide the ppt slides and designate different presenters specific slides to review this summer. Members identified above will meet together in August to review the updated ppt for the fall orientation sessions.
4. NLF Annual Fall Reception (Kevin)
  - a. Fall 2018 NLF reception update document-\*see Addendum A
    - i. **IV: Invitation/RSVP Tool Analysis.** We will use Eventbrite to send out invitations. We will encourage a test run prior to sending out the formal invitation. Jo Beth will check with Angelika Wahl in Geography to assist Caprice with this invitation set-up. The cut off date is September 17, 2018 for reservations. There are 1188 NLF as of May 31, 2018. Kevin will send out a Save-the-Date flyer in May. NLF can invite a plus 1 to the event. The formal invitation will not be sent until September 1, 2018.
    - ii. **V: Sponsorships:** We need to approve attached Addendum letters (internal and external, B & C). Kevin would like other suggestions for external sponsorships.
    - iii. **VI: Fall 2018 Event Tasks:** We need to distinguish the differences between the various sponsorship levels. Renee, Amy, Susan, and Jo Beth are tasked to clarify the various sponsorship levels. We have tentatively set **August 17, 2018 as the cut-off date for accepting external sponsorships.** Our committee wants to make a presentation to the Council of Chairs seeking financial support for this event. Janet will ask Alex White to present this request for sponsorships on behalf of the NLF Committee to the \*Council of Chairs. A deadline for accepting internal sponsorships will be determined at later date.
    - iv. Menu: Kevin is reviewing food choices for the event in September.
    - v. \*Committee members and liaisons fo the committee to speak to their Chairs for funding sponsorship for the NLF Orientation.

**NLF Committee members and liaisons.** Addedum D is an updated NLF Committee list. Holly Wise (Fine Arts & Communication) will be participating in a year-long Fulbright to India this fall.

Holly will ask Dale Blasingame to serve as a member for the upcoming year while Holly is overseas. Shawn Camp will be the member and Caprice Pierucci will move to a liaison for her College. Additional changes include: Applied Arts: Howard Williams will continue to serve on the committee. Additionally in the Liberal Arts College, Kay Newling will continue to serve on this committee. In Liberal Arts, the committee will ask Sherri Mora to invite Richard Henderson to attend the NLF meetings. In Science & Engineering, Dan Smith will succeed Maureen Lemke.

**Membership succession:** Our committee needs to review member appointments and determine how to create a succession and/or if term limits should be considered for this committee. The committee agreed to creating an alternate position for interested faculty to attend on behalf of the member/liaison unable to make the scheduled monthly meetings. Additionally, we support our committee members to encourage interested faculty to attend our NLF meetings.

## 2017-18 NLF Initiatives and Updates

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. Sherwood: will update the committee at the next meeting. Janet reiterated confusion of terminology related to recognition, ‘consecutive/cummulative’ in this process. Currently, each Dean interprets the process differently. The Policy is found in: <b>UPPS 04.04.54</b>. Sherwood and Suzy will follow-up with Gaye Korenek on the current procedure for service recognition.</p> <p><b>Recognition of promotion of NLF at Convocation.</b> We learned there are two NLF who were promoted, and we are interested in learning if they will be recognized at Convocation. Sherwood and Suzy will send an e-mail to Dr. Lloyd to ask about this recognition.</p>	Sherwood Bishop Suzy Okere
2	Teaching theater lack of technical support – <b>orientation scheduled for August 22, 2018 at 2:00 pm.</b>	Amy Meeks Shannon Duffy
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: 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.</p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Clarify what “reduced percentage of workload” is for NLF. Janet will revisit with Debbie Thorne about information related to this issue.</li> </ol>	Amy Meeks

	2. Create a survey to gather data from NLF on this issue. Fall 2018. Janet will review the last survey and create a small group to create an updated survey	
5	NLF eligibility for career paths, roles and opportunities at the university. Next steps: 1. Create a draft of an NLF career path at Texas State. 2. Create a way to generate increased funding for NLF salaries. 3. Janet stated we could incorporate these items in the fall survey to NLF.	Amy Meeks Sherwood Bishop Rose Pulliam Matthew Bower

### **New Business**

1. Create a perception survey for Tenure and Tenure track faculty of NLF. Janet will investigate if we can add items to the Faculty Climate Survey that is planned for the near future.
2. Janet shared this past year, the President’s Cabinet did a student-campus climate survey. The data gathered have not been released because they need to be reviewed first. A task force will be created to look at the data this summer and generate results of this student/campus climate survey. The next step will be to generate a similar survey for faculty to complete.
3. Invite Special Assistant to the Provost on Diversity and Inclusion, Dr. Scott Bowman to speak at our October, 2018 meeting to discuss inclusion of NLF at Texas State.
4. Invite Dr. Bourgeois and Dr. Thorne to one our future committee meetings.
5. Generate a discussion about how to facilitate conversion of NLF to tenure track advancement.

### **Assorted Updates: Chair Janet Bezner**

1. Janet returned to a prior item related to our criminal background check policy at the university—the university drafted a policy, stating if a faculty member is convicted of a crime, the faculty member must notify their university supervisor within 48 hours. Please note there are some ‘qualifiers’ related to this policy as it relates to the type of conviction of the faculty member(certain misdemeanors are not included).
2. President Trauth spoke to the Faculty Senate the first week of May to discuss the ‘sit-in’ that occurred at the University student government meeting. The committee encourages the administration to update the university community on events, etc., rather than the university learning about activities and events via the local newspaper or other media outlets.

Meeting adjourned by Chair Bezner at 3:00 pm

- Addendums** A: pp 4-7  
 B: p. 8  
 C. p. 9  
 D. pp. 10-12

**NEXT Meeting – Tentatively set for August 23, 2018, 9:00 – 11:00 am**

Respectfully submitted,  
 Jo Beth Oestreich, Secretary

## 2<sup>nd</sup> annual Texas State University Nontenure Line Faculty Appreciation Reception Event Update as of 5/13/2018 by Kevin Jetton

I. NTLFC Reception Sub-Committee Members:

Who	Role	Email	Department
Kevin Jetton	Lead + Beer	<a href="mailto:Kj02@txstate.edu">Kj02@txstate.edu</a>	CIS & QM
Jo Beth Oestreich	Sponsorships & Wine	<a href="mailto:jb.oestreich@txstate.edu">jb.oestreich@txstate.edu</a>	Curriculum
Katie Salzmman	Wittliff Gallery	<a href="mailto:salzmman@txstate.edu">salzmman@txstate.edu</a>	Library
Susan Holtz	Sponsorships	<a href="mailto:Slh245@txstate.edu">Slh245@txstate.edu</a>	Science & Engineering
Shannon Duffy	Communication & Invitations	<a href="mailto:sd22@txstate.edu">sd22@txstate.edu</a>	History
Amanda Meyer	Promotion	<a href="mailto:alm5@txstate.edu">alm5@txstate.edu</a>	English
Caprice Pierucci	Invitations & Wine	<a href="mailto:ct17@txstate.edu">ct17@txstate.edu</a>	Art
Maureen (Reenie) Smith	Sponsorships	<a href="mailto:ms29@txstate.edu">ms29@txstate.edu</a>	Health & Human Performance
Amy Meeks	Sponsorships	<a href="mailto:am23@txstate.edu">am23@txstate.edu</a>	Psychology

II. Event Oversight provided by:

- a. Janet Bezner                      [jb25@txstate.edu](mailto:jb25@txstate.edu)                      Physical Therapy
- b. Valerie Anderson                [vaio@txstate.edu](mailto:vaio@txstate.edu)                      Faculty Senate Administrator

III. Event Details: 2<sup>nd</sup> or 3<sup>rd</sup> week of September annually

- a. **Date: Thu 9/20/2018      \*Reserved (Forms will be completed)**
- b. Time: 4-6pm
- c. Venue: Alkek Library (7<sup>th</sup> Floor) Wittliff Collections Gallery
- d. POC: Lyda Guz                      [lwg11@txstate.edu](mailto:lwg11@txstate.edu)                      512-245-2907

IV. Invitation/RSVP Tool Analysis:

- a. TxState Resources .vs. EventBrite for RSVP's
  - i. Use of a custom TxState event registration form requires manual entry of first/last name, email and department allowing pretty much "anything" which will not match up with the NLF exported employee data file to get the official univ college/department data for their printed name badge
  - ii. Clicking the RSVP link from the EventBrite generated email is automatically attached to the email address with no additional data entry required which may not

100% sync up to the exported datafile for the generation of name badges via MailMerge and easy attendance statistics

- b. Recommendation by Kevin
  - i. Caprice: Setup the event in EventBrite like last year
  - ii. RSVP cut-of date will be Monday 9/17/2018
  - iii. Use the Texas State Email List Management tool to
    - 1. identify ALL NLF faculty members (1,180 as of 5/13/2018) and generate data files and the email addresses can be imported into EventBrite
    - 2. May 2018: Send out an email with the "Save the Date" flyer and indicate that updated details with an RSVP link will be forthcoming and wishes to have a great summer
  - iv. EventBrite (Caprice/Kevin)
    - 1. Summer 2018: Caprice: Create 2018 Reception event in EventBrite
    - 2. Sept 2018: (Week of Labor Day)
      - a. UPDATE the flyer with confirmed sponsors
      - b. Import the current NLF email addresses
      - c. Email invitation with RSVP's link
    - 3. Oct 2018: (1<sup>st</sup> week of October)
      - a. Refresh the Data File for any NEW NLF hires
      - b. Modify invitation to show how many have RSVP'ed thus far and Email 2<sup>nd</sup> invitation with RSVP link

#### V. Sponsorships:

- a. Review/Approve draft Internal sponsorship opportunities & procedures
- b. Review/Approve draft External sponsorship opportunities & procedures
- c. Sponsorship \$ UPDATE:
  - i. \$100 compliments of Jo Beth Oestreich (Univ annual giving campaign)
  - ii. Kevin will contact both McGraw-Hill & Pearson to try to salvage 2018 event sponsor \$ as a possible combo deal for the 2019 event

VI. Fall 2018 Event Tasks:

a. COMPLETED Tasks:

- i. Form sub-committee (Kevin)
- ii. Determine Sponsorship GL#/Account/Cost Center/Fund#'s (Valerie)
  1. Internal Funding
  2. External Funding
- iii. Check Wittliff Gallery Availability & Reserve event date (Katie/Kevin)
- iv. Reach out to caterer Dagar's of Austin determining availability & interest (Kevin)
- v. Initial "Save the Date" flyer (Kevin)
- vi. Research official university channels for email invitations/RSVP's (Kevin/Valerie)
  1. "Faculty & Staff List Management" which can be accessed via <https://tim.txstate.edu/emaillistmanagement/Home/Faculty-Staff-List>
  2. As of 5/13/2018: There are 1,188 individuals
  3. This resource COULD be used to generate TxState generated email for the reception event with attachments (the flyer)
  4. A separate reception event registration page could be created
- vii. Compose draft Internal & External event Sponsorship letters (Kevin)

b. To Do's:

- i. Review draft Internal & External event Sponsorship letters and send any suggestions/corrections to Kevin by end-of-month May 2018 (ALL)
- ii. Solicit internal and external sponsorship \$ (ALL)
- iii. Finalize the Fall 2018 catering menu and beverage options (Kevin)
- iv. Complete TxState form AP-12 (Kevin)

VII. Reception Event Agenda:

- a. 2:00pm+ setup by Caterer
- b. 3:30-3:45pm arrival of the NLF committee to serve as "hosts"
- c. 4:00pm gathering/mixer
- d. 5:00pm Program (announcements/recognitions...) Janet Bezner
- e. 6:00pm officially ends but soft close as folks exit/leave
- f. 6:30pm HARD close/Clear/Bar closes/tear-down/move out

VIII. FORMS to satisfy university PPS's:

- a. COMPLETED: Wittliff Collections: Facility Use Request Form
- b. COMPLETED: Alcoholic Beverage Activity
- c. TO DO: Form AP-12: TxState Alcohol, Flowers, Food & Refreshments Expense Authorization Request and requires a Faculty Senator signature

- IX. Food: Caterer Dagar's of Austin: Fall 2017 menu items and services listed below:
- a. Service Ware: Bamboo plates, utensils, cups, ice, service tables, napkins, catering equipment
  - b. Non-Alcoholic Beverages: Iced Tea, Lemonade, Lemons, Limes, sweetener
  - c. Bar Supplies: Ice & Scoop, Ice Chest, Bar Table, Cork Scree & Bottle Opener
  - d. Cold & Hot hors d'oeuvres:
    - i. Fresh Fruit & Vegetable Displays
    - ii. Banh Mi Bites (Smoked Port on a Baguette++)
    - iii. Chicken Diablos (Chipotle Chicken w/ Jalapeno & Cheese Bacon-wrapped)
    - iv. Mediterranean Stuffed Mushrooms
    - v. Smoked Beef Tenderloin Crostini w/ Chimichurri Sauce
  - e. Lessons Learned from 2017: Minimal alcohol consumption: beer 3 cases, wine: 1-2 cases



*The rising STAR of Texas*

## Fall 2018 Nontenure Line Faculty Appreciation Reception Sponsorship Opportunities

The first ever nontenured faculty appreciation reception planned by the University nontenure faculty committee (NLF) was held last September in the Alkek Library Wittliff Gallery. With 90 in attendance, the event was possible through publisher sponsorships as well as small donations from 20 different colleges and departments that employ many of the 1,200 nontenure faculty members throughout the university community.

Sponsoring publishers McGraw-Hill and Pearson each setup a table during the reception with swag items creating a unique opportunity to visit with almost 100 of the hard-working nontenure track faculty members that teach thousands of students via the required “core” courses that all university students must take for their major or minor field of study which include English, Math, History, Political Science, Philosophy, Sociology, Economics, Fine Arts, the Sciences, Business and countless other courses. Feedback was overwhelmingly positive from both the attending faculty members and publisher representatives alike via this rare opportunity to not only met each other but discuss concerns, challenges and/or resource needs – a true win-win!

Due to the overwhelming success and appreciation of the event by everyone, the committee decided to make this an annual tradition with the sole purpose to recognize the contributions and service to the university by the nontenured faculty members giving them a chance to network as well as visit with sponsoring publisher representatives. The event will be Thursday, 9/20/2018 once again in the unique setting of the Alkek Library Wittliff Gallery. Sponsorship opportunities include:

- Platinum: \$1,000 Premier exhibit table and exposure plus all other entitlements
- Gold: \$750 VIP exhibit table and exposure plus the Silver level entitlements
- Silver: \$500 Exhibit table and verbal/visual recognition

Sponsoring this event is super easy via Credit/Debit Card following these steps:

1. <https://donate.txstate.edu/>
2. Click “Search for designation not listed”
3. Enter “Faculty Senate” in the box under “Keyword Search: Fund Description”
4. Click under the search results “Faculty Senate – Provost & VPAA”
5. Click or enter the desired sponsorship amount
6. Enter “NLF Reception” into the comments box
7. Click Continue and complete the sponsorship fields

On behalf of the nearly 1,200 hard-working Texas State University Nontenure Line Faculty, your support for them via this event will be greatly appreciated!

Kevin Jetton, Senior Lecturer and NLF Committee Vice-Chair  
McCoy College of Business [Kj02@txstate.edu](mailto:Kj02@txstate.edu) 512-245-3222





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## Fall 2018 Nontenure Line Faculty Appreciation Reception Sponsorship Opportunities

The first ever nontenured faculty appreciation reception planned by the University nontenure faculty committee (NLF) was held last September in the Alkek Library Wittliff Gallery. With 90 in attendance, the event was possible through small sponsorships made by both McGraw-Hill and Pearson but most of the funds to underwrite the food and non-alcoholic beverages was made by generous contributions from 20 different university colleges and departments that employ many of the 1,200 nontenure faculty members throughout the university community with donations ranging from \$100 to \$300 (\$150 was the average donation).

Due to the overwhelming success and appreciation of the event by not only the attendees but others that were not able to attend, the NLF committee decided to make this an annual tradition with the sole purpose to recognize the contributions and service to the university by nontenured faculty members. For 2018, the event will be Thursday, 9/20/2018 again in the unique setting of the Alkek Library Wittliff Gallery.

In case you are wondering just how many nontenured faculty members there are:

Assoc VP for Institutional Effectiveness	1
Assoc VP, Academic Affairs	6
College of Applied Arts	110
College of Education	244
College of Fine Arts & Communication	219
College of Health Professions	100
College of Liberal Arts	233
College of Science & Engineering	164
Honors College	3
McCoy College of Business	96
Office of Research & Sponsored Programs	2
University College	10
<b>Grand Total</b>	<b>1,188</b>

Please consider a monetary donation in support department or unit's nontenure line faculty members by contacting Valerie Anderson, Faculty Senate Administrative Assistant at [vaio@txstate.edu](mailto:vaio@txstate.edu) or call 512-245-8323. She will just need the account #, cost center # and/or GL# from which to transfer the funds to process your donation for this reception event.

On behalf of the University Nontenure Line Faculty committee, thank you for your continued support!  
Kevin Jetton, Senior Lecturer and NLF Committee Vice-Chair  
McCoy College of Business

## Addendum D

2017-2018

College	Nontenure Line Faculty Committee MEMBERS	2 faculty/college, 1 Library	Term Exp	Chair	Email
Applied Arts	Ms. Hannah Thornton	Senior Lecturer, Family & Consumer Sciences	2020		Ht1074@txstate.edu
Applied Arts	Dr. Rose Pulliam	Clinical Assistant Professor, Social Work	2019		R_p182@txstate.edu
Business	Dr. Matari Gunter	Lecturer, Management	2019		M_j130@txstate.edu
Business	Mr. Kevin Jetton	Senior Lecturer, Computer Information Systems & Quantitative Methods	2020	Vice Chair	Kj02@txstate.edu
Education	Dr. Jo Beth Oestreich	Senior Lecturer, Curriculum & Instruction	2020	Secretary	Jo15@txstate.edu
Education	Ms. Maureen Smith	Senior Lecturer, Health & Human Performance	2019		Ms29@txstate.edu
Fine Arts & Communication	Mr. Shawn Camp	Lecturer, Art & Design	2020		Ct17@txstate.edu
Fine Arts & Communication	Mr. Dale Blasingame  *Ms. Holly Wise-Away for a Fulbright to India for 2018-2019	Lecturer, Journalism & Mass Communication	2019		Blasingame@txstate.edu  Hlw24@txstate.edu
Health Professions	Ms. Sharon Armstead	Clinical Assistant Professor, Respiratory Care	2020		Sva10@txstate.edu
Health Professions	Dr. Suzanna Okere	Clinical Associate Professor, Physical Therapy	2019		SD11@txstate.edu
Liberal Arts	Dr. Amy Meeks	Senior Lecturer, Psychology	2020		Am23@txstate.edu
Liberal Arts	Dr. Matthew Bower	Lecturer, Philosophy	2019		Meb211@txstate.edu
Library	Ms. Katie Salzman	Librarian, Alkek Library	2019		Ks31@txstate.edu
Science & Engineering	Dr. Susan Holtz	Senior Lecturer, Physics	2020		Slh245@txstate.edu
Science & Engineering	Ms. Glynda Betros	Senior Lecturer, Mathematics	2020		Gb14@txstate.edu
Health Professions	Dr. Janet Bezner	Associate Professor, Physical Therapy	2019	Chair	Jb25@txstate.edu

College	Nontenure Line Faculty Committee LIAISONS	1 faculty per department if not represented by committee member	Term Exp		Email
Applied Arts	Dr. Howard Williams	Lecturer, Criminal Justice	2020		Hw1007@txstate.edu
Business	Mr. Sherwood Bishop	Lecturer, Finance & Economics	2019		sb38@txstate.edu
Business	Dr. Jean Bradley	Lecturer, Accounting	2020		Jrb331@txstate.edu
Fine Arts & Communication	Dr. Karla Hamelin	Lecturer, Music	2019		Kmh119@txstate.edu
Fine Arts & Communication	Mr. Erin Kehr	Lecturer, Theatre & Dance	2020		Si10@txstate.edu
Fine Arts & Communication	Ms. Sue Stewart	Senior Lecturer, Communication Studies	2018		Ss33@txstate.edu
Health Professions	Dr. Melissa Walston-Sanchez	HIM	2019		
Health Professions	Ms. Kim Belcik	Nursing	2020		@txstate.edu
Health Professions	Ms. Renee Wendel	Senior Lecturer, Communication Disorders-	2020		Rw18@txstate.edu
Health Professions		Health Administration			
Health Professions		Radiation Therapy-			
Health Professions		Respiratory Care-			
Health Professions		Physical Therapy			
Health Professions		Clinical Lab Science-			
Liberal Arts		Anthropology-			
Liberal Arts	Dr. Christi Townsend	Lecturer, Geography	2019		Ct1086@txstate.edu
Liberal Arts	Ms. Sherri Mora will ask if Mr. Richard Henderson will attend as the representative	Senior Lecturer, Political Science	2019		<a href="mailto:Rh14@txstate.edu">Rh14@txstate.edu</a> <a href="mailto:Sm43@txstate.edu">Sm43@txstate.edu</a>

Liberal Arts	Ms. Amanda Scott	Lecturer, English	2020		Aes126@txstate.edu
Liberal Arts	Dr. Shannon Duffy	Senior Lecturer, History	2019		Sd22@txstate.edu
Liberal Arts	Ms. Gloria Velasquez- Moira Di Mauro-Jackson (1) Emily Harrington (1)	Senior Lecturer, Modern Languages	2018		Gv11@txstate.edu
Liberal Arts	Ms. Kay Newling-	Senior Lecturer, Sociology	2018		Kn18@txstate.edu
Science & Engineering	Dan Smith-new liaison Ms. Maureen Lemke	Senior Lecturer, Biology	2018	Lemke-Webmaster	Ds69@txstate.edu Ml43@txstate.edu
Science & Engineering	Dr. Juan Gomez	Senior Lecturer, Engineering Technology	2019		Jg1888@txstate.edu
Science & Engineering	Dr. Wendi David	Senior Lecturer, Chemistry & Biochemistry	2019		wd11@txstate.edu