

**Nontenure Line Faculty Committee**  
**Minutes**  
**Friday, September 14, 2018**  
**1:00 – 3:00 p.m., ELA 344**

**Members Present:** Janet Bezner, Kevin Jetton, Gloria Veasquez, Thomas Varacalli, Kay Newling, Jarred Knittel, Dan Smith, Sandra Duke, Katie Salzmann, Caprice Pierucci, Christi Townsend, Glynda Betros, Suzy Okere, Susan Holtz, Sherwood Bishop, Renee Wendel, Amy Meeks, Katie Jane Bradley, Shawn Camp, Wendi David, Sharon Armstead, and Howard Williams.

**Welcome, Introductions & Announcements**

- Introductions of new members
- Approval of past meeting notes (8/21/2018)

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

**Old Business**

1. **NLF Orientation in August** (Janet) – A total of 51 NLF participated in the 3 sessions held on August 21 and August 22. Thank you to the committee members who assisted with these workshop sessions: Kevin, Amy, Jo Beth, Shannon, Matthew Bower, Glynda, Gloria, Wendi.
2. **Dr. Catherine Hawkins**, Director of Faculty Development: She desires to encourage creating faculty development for NLF. She encouraged members present to brainstorm ideas/types of topics NLF can create for faculty development, specifically, accessible on-line modules and face-to-face sessions. She supports developing ways to provide more professional development resources for NLF. Ex. 4-part series on Honor Code; IRB and Service Learning. Hawkins shared there are changes planned to this university position, i.e. moving to a full-time staff position. Chair Bezner appointed a committee to research and develop a proposal of action for professional development for NLF. This continues our committees' efforts to create a welcome kit for new non tenure line faculty. Appointed Committee Members for this effort: Renee, Susan, Glynda and Sharon. The committee was asked to meet and bring a proposal of ideas to the November NLF meeting.

**Old Business**

3. **NLF Annual Fall Reception** (Kevin)
  - a. **Invitation/RSVP**- We have 3 outside sponsors: McGraw-Hill, Top Hat and Packback. There are **148 RSVP's**. Of the 148 registered, 114 of this number are NLF. We have 19 VIP Guests.
  - b. Funds collected-**\$6,700**.
  - c. **Event Tasks**-Kevin and Valerie will pick-up and store the products from SPEC's. Caprice will assist with gathering the Door Prizes. NLF committee members are not eligible to win the door prizes. Volunteers assisting at the welcome table beginning at 3:30 include: Amy, Jo Beth, Gloria, Susan, and Sherwood. Jo Beth will help with the clean-up. Sherwood will make posters for the sponsors, etc. to be visible at the event.
  - d. **Recognition/remarks**: President Trauth is coming and Chair Bezner is helping to draft her message to attendees. One element we would like her to address is share the number of NLF members who teach at Texas State. Bezner will also introduce the VIP's too.
  - e. **Future discussion**: Consider having the event on a Monday or Wednesday to provide opportunity for those who teach on Tuesday evening to attend.

## New Business

1. Create agenda for Provost and Associate Provost meeting with NLFC on **October 19**.
  - a. **NLF salaries**-discuss the disparity across the university-how to align with departments who pay their NLF well, etc. We want to share the changing roles of responsibilities within the university. To assist with this discussion, we should provide comparison charts analyzing various related pay compression across our university and other insitutions similar to Texas Sate.
  - b. NLF recognition-discuss how to acknowledge service to Texas State at Convocation and in other venues.
  - c. NLF career path- We would like to create some type of standard across the university. How do we become a priority for the university?
  - d. Discuss our concern related to changes for lecturers not being able to participate in the Fulbright Program. "Reference to the September 11 issue of *The University Star*."
2. The spring January NLF orientation will take place on **January 10, Thursday, from 2:00-4:00 pm**.
4. There is an upcoming professional Development opportunity for The 5 Choices to Extraordinary Productivity scheduled for Thursday, October 4, 2018 in JCK 460 from 8:00 am – 5:00 pm.

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>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> <p><b>Update:</b> The letter has been drafted and is currently being reviewed. The letter will be sent out in the next week...requesting non tenure faculty who are promoted be publicly acknowledged at Convocation.</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.</li> </ol> <p>Clarification from Provost’s office: “NLF may be hired as per-</p>	Amy Meeks

	<p><i>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></p> <p>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.</p>	
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>

**Faculty Senate Update:** Information about the Office of Equity and Access from the Chief Diversity Officer, Ameerah McBride (new this spring). Scott Bowman, the new Special Assistant to the Provost for Diversity and Inclusion, has been invited to speak to our committee in the spring. The Student climate survey completed last year will be the source of action for the new Council on Inclusive Excellence, which Ms. McBride is chairing. . The Equity office is having an open house Wednesday, September 26. A new task force on student voter registration (Ana Juarez) desires to add this content to the US1100 courses, or in Government classes. *Move Texas*, a non-partisan group who encourages students to vote has been requesting class time to present their efforts to students. The Provost does not support class time for this effort. It is an external organization. They are permitted to share their mission in public spaces (following procedures to set-up a table, etc.), but our classrooms are not considered public spaces. Faculty can encourage our students to participate in the voting process, register, etc., as long as we remain non-partisan.

**Adjournment**

**NEXT Meeting – Friday, October 19, 1:00-3:00 PM**

Respectfully Submitted,

Jo Beth Oestreich, Secretary