**Nontenure Line Faculty Committee (NLFC) Meeting Minutes**

September 15, 2023

1 p.m. – 3 p.m.

Via Zoom

**Members present**: Rachel Davenport, Kevin Jetton, Amy Meeks, Anurag Deb, Ashley McKeown, Ben Arnold, Brandon Lunk, Catherine Messinger, Dan Seed, Daniel Smith, Austin Talley, Ellen, Duchaine, Elvia Perrin, Eryn Pierdolla, Gloria Velasquez, Glynda Betros, Hannah Collazo, Howard Williams, Joshua Paddison, Katie Salzmann, Kelly Mosel-Talavera, Kim Lee, Melissa Walston-Sanchez, Portia Gottschall, Gloria Velasquez, Ravi Jillapalli, Renee Wendel, Sandra Duke, Scott Vandenberg, Shelly Wernette, Susan Hall, Suzanna Okere, Ted Lehr, Wendi Davis

**Guests present**: Shannon Duffy

The meeting was called to order at 1:02 by Chair Rachel Davenport

1. **Opening remarks**

* Chair Davenport gave an introduction and her goals for this year including: the need to keep up with committee charges such as workload release and part-time teaching award; her intention for the NLFC to help strengthen the new instructional title series rolling out over the next year; her desire to strengthen the NLFC so it can be self-sustaining and internally strong even with a frequently-changing chair; her desire to strengthen and enhance how administration views the NLFC; and her desire for the NLFC to be a hub of reliable information so committee members can share with their colleagues across the university.
* Vice Chair Kevin Jetton introduced himself and described his role on the NLFC. He mentioned that there is a discrepancy between his years served at the university and the number of years eligible for benefits, and that the NLFC may want to consider looking into this disparity in the future since it affects many faculty.

2. **Welcome new members**

* We welcomed 13 new members to the NLFC, with seven replacements of previous members and six new members representing departments that did not previously have representation. Members serve for two years before being reappointed or replaced.

3. **Minutes from April 21, 2023**

* A motion was made to approve the minutes from the April NLFC meeting: **Passed.**

4. **Election of a new Secretary**

* Chair Davenport mentioned the roles of secretary: take minutes and send them to the Chair and Vice Chair within one to two weeks; participate in leadership decisions with the Chair and Vice Chair; serve on the Events Subcommittee; and help with a one-time orientation overhaul in fall 2023. Renee Wendel volunteered for the role and was approved by acclimation.

5. **Update on the NLF Appreciation Reception by Vice Chair Jetton**

* 108 RSVPed that they will attend, plus some administrators. The average attendance in the past has been between 120 to 130 people. Boko has been invited but has not yet confirmed his appearance. Currently, $5,000+ has been raised in sponsorships from departments, colleges, and other internal sponsors, as well as external sponsors such as publishers. We are still in need of door prizes, with suggested items being university-related, such as theatre tickets and boat rides on Spring Lake.
* It was also noted that 56% of all faculty are NLF, and that NLF teach almost 70% of all student credit hours at the university.

6. **Events Subcommittee**

* An Events Subcommittee was formed under the leadership of the Vice Chair. Some of the main goals of the NLFC are to support, inform, and appreciate NLF. Four events each year help to achieve these goals, but we need reliable members helping consistently with the two orientations (August and January) and two receptions (October and April). New subcommittee members will be selected each April, so the commitment is only for one year.
* The subcommittee members for 2023-2024 are: Kevin Jetton (Chair), Renee Wendel, Amy Meeks, Wendi David, Glynda Betros, Scott Vandenberg, Dan Smith, and Kelly Mosel-Talavera.

7. **Approval to supply Faculty Development with books for BookCats**

* Amy Meeks is co-facilitator for BookCats and described the program, including that it is sponsored by Faculty Development and specifically for NLF. The first 20 faculty to sign up receive the book at no cost. This semester, the book is “How Humans Learn: The Science and Stories behind Effective College Teaching” by Joshua Eyler.
* Typically, either the NLFC or Faculty Senate fund ten of the books while Faculty Development funds the other ten. This year the NLFC has a healthy budget, so a proposal was made by Chair Davenport and the NLFC Administrative Assistant GG Mortenson to fund all 20.
* A motion was made to fund all 20 copies of the book for BookCats this year: **Passed**.

8. **Approval to split speaker costs with Faculty Development**

* Faculty Development reached out to the NLFC to ask if we would fund half of the speaker fee for Joshua Eyler, the author of the BookCats book, to do a Zoom workshop for all faculty at Texas State on “Effective and Compassionate Teaching and Learning.” NLFC members hoped Faculty Senate would fund a portion too since the workshop would be for all faculty and not strictly NLF.
* A motion was made to first ask Faculty Senate to pay a portion of the cost along with the NLFC and Faculty Development. If yes, NLFC will fund a portion that is less than half. If Faculty Senate will not, or cannot, fund a portion of the workshop, the NLFC will fund half as asked: **Passed**.

9. **General updates and announcements** from Chair Davenport

* The administration would like to change the term “Nontenure Line Faculty” to something else that does not include tenure in the name. It will be a new umbrella term for Clinical Faculty, Professors of Practice, Research Faculty, Professors of Instruction, Lecturers, per course faculty, etc. NLFC members will ask for suggestions from their departments and we will discuss this item at the next meeting in case we would like to present administration with ideas proactively.
* We were missing almost all NLF workload release final reports. Chair Davenport reached out to get them from last year and worked with the administrative assistant on a reminder schedule to ensure we get the reports and can pass them on to the provost as required.
* AA/PPS No. 04.02.03 - Non-Tenure Line Faculty Workload Release Program prohibits NLFC members from applying for workload release. However, Associate Provost Debbie Thorne said that members can apply as long as the scoring process is done by a subcommittee that does not include applicants. Thus, NLFC members are free to apply for workload release this cycle if they want to. We will revisit this in the future to try to get the PPS officially modified.
* During a Faculty Senate meeting the president and provost shared that an outside HR firm was hired to examine employee compensation. They made recommendations to increase salaries for more than 200 faculty members far below the CUPA median. A list will go out to deans and chairs/directors indicating who is eligible and ask for suggested adjustments for each faculty member based on factors such as experience, past performance, and merit.
* Faculty will receive raises in their October paychecks, reflecting a university-wide raise for all.

10. **Items for the NLFC to work on this year**

* The part-time teaching award rubric needs to be updated to align with the eligibility criteria. Chair Davenport asked for a few members to serve on a short-term task force to do this. Members said it had already been updated and that they would search to find the new rubric and report back. This item will return to the October agenda.
* Librarian Margaret Vaverek is putting together resources on AI and plagiarism, and asked to meet with the NLFC to present what she has so far and ask what faculty would like. NLFC members agreed that she should visit during the October meeting.
* It is time for departments/schools to begin work on the Instructional Faculty Title Series. Chair Davenport gave several updates:
	+ In early October, the new university policy will be officially published and available to all. It outlines the ranks of Assistant Professor of Instruction, Associate Professor of Instruction, and Professor of Instruction.
	+ This semester all departments/schools must submit guidelines for initial appointment, which will go through the provost for approval. In October, the provost will send documents to help us develop these.
	+ In spring 2024, all existing lecturers and senior lecturers must elect to transition to the new promotion-eligible path or choose to remain in their current title, using the university policy and initial rank guidelines to decide. If they stay in their current rank, they will keep their current title and there will not be an option to enter the career path again. Faculty who opt out of the title series will continue to be eligible for merit and cost of living raises, but will not be eligible for promotions or other benefits awarded by the instructional title series.
	+ Raises with each new rank are the same as for promotion along the tenure track – 7%. It is still unclear what the raise will be for faculty jumping straight to full professor of instruction.
	+ The title series is different from tenure in that if a faculty member is rejected for the next rank, they will remain at current rank.
	+ At the end of the spring semester, departments/schools will develop and submit promotion policies to the provost for approval.
	+ The transition of lecturers and senior lecturers to new instructional titles will occur in Fall 2024.

Chair Davenport encouraged NLFC members to try to serve on their department/school committees to help develop the initial rank guidelines and promotion policy. If serving is not an option, she encouraged members to reach out to the committee members to share resources and communicate for maximal consistency and equity among academic units.

11. **Save the dates were distributed on the agenda**

* October 5, 2023 – NLF Appreciation Reception at Wittliff Collections, 7th floor Alkek Library 4-6pm
* October 20, 2023 – NLFC Zoom meeting 1-3pm
* November 17, 2023 – NLFC Zoom meeting 1-3pm
* January 19, 2024 – NLFC Zoom meeting 1-3pm
* February 16, 2024 – NLFC Zoom meeting 1-3pm
* March 22, 2024 – NLFC Zoom meeting 1-3pm
* April 2024 date TBA – Round Rock NLF Appreciation Reception
* April 19, 2024 – NLFC Zoom meeting 1-3pm

Respectfully submitted,

Amy Meeks, Interim Secretary