**Nontenure Line Faculty Committee**

Friday, January 19, 2024 1-3pm

1. Meeting called to order by Committee Chair at 1:00pm.
2. Meeting Attendees:

Amy Meeks, Anurag Deb, Ashley McKeown, Ben Arnold, Brandon Lunk, Britney Webb, Catherine Messinger, Charles Arnold, Dan Seed, Dan Smith, Dr. Austin Talley, Dr. Matari Gunter, Dr. Rachel Davenport, Dr. Sandra Duke, Ellen Duchaine, Elvia Perrin, Eryn Pierdolla, Glynda Betros, Guntulu Hatipkarasulu, Hannah Collazo, Joshua Paddison, Karla Hamelin, Kelly Mosel-Talavera, KeriAnne Moon, Kevin Jetton, Kim Lee, Matthew Bower, Melissa Walston-Sanchez, Mrs. Jessica Smith, Portia Gottschall, Gloria Velásquez, Ravi Jillapalli, Renee Wendel, Scott Vandenberg, Shannon Shaw, Shelly Wernette, Sue Hall, Suzy Okere, Ted Lehr, Wendi David.

Guests: Candace Hastings, Kamarie Carter – Faculty Development

1. Minutes approval from last meeting.

Motion made and seconded by committee members. November, 2023 Minutes approved.

1. **New Business:**
   * + NLF Appreciation Reception updates from Kevin – RR event on April 10th;
     + Working on logistical details; need door prizes and Kevin is working on this.
     + Fall 2024 event is scheduled for Thursday 10/3/2024 4-6pm in the Alkek Wittliff Gallery.
   * Vice Chair elections this April, Secretary elections next April (2025)
     + Chair will solicit nominations in March & distribute info so members can make informed vote.
     + Voting will take place by anonymous Zoom poll during the April meeting. Members who cannot attend the meeting during the vote can vote in advance by email. These votes will be tallied by NLF Chair and Secretary.
   * Instructional faculty initial appointments due to Dr. Thorne today. Two-week extension granted.
     + The salary increase is “unofficially” 7% from assistant to associate professor. No confirmation about raises for conversion to full professor. Administration indicates that this information will be published in enough time to make a decision.
     + Question was raised around Clinical and Professors of Practice ranks and how these folks might convert from Clinical to Instructional Faculty.
     + Next task is to work on promotion polices, due in May. NLFC Chair will forward the following questions to Dr. Thorne.
       - switching from one track to another;
       - scholarship requirements for some accredited programs, but not related to promotion.
       - Some departments are still having difficulty disseminating information about promotion policies; Reports that some Dept. Chairs seem to be evading faculty when they are asked about a status update.
       - NLF member suggested perhaps Chairs and PC committees are confused about conversion policy vs. a promotion policy. Which may explain some delays and confusion.
       - Reminder to share policy drafts in Canvas folder.
   * The university reports on time-served for faculty each at 10, 15, 20, etc. years, sometimes with a pin, dinner, or other item of appreciation. They count years from the start of FTE, leaving part-time years out. We have asked the Director of Faculty & Academic Resources why we can’t use original hire date instead of the full-time/benefits-eligible date.
     + Response: *Retirement* is based on benefits-eligible date. We don't want to confuse faculty and staff into thinking they have more years toward retirement than they actually do, so service awards are also based on the same thing. Question proposed: Should we accept the policy or initiate a motion for change. A discussion among the members ensued for possible solutions; Consensus was to ask for policy updates to recognize service from date of hire rather than date of FTE. Alternative ways to recognize and honor part-time/per-course faculty were offered. NLFC Chair will email Provost’s office to get clarity on historical nature of this policy and ask that the following policies be updated:
       - AA/PPS No. 02.04.01 - [Faculty Service Awards](https://policies.txst.edu/division-policies/academic-affairs/02-04-01.html)
       - UPPS No. 04.04.54 - [Years of Service Awards and Retired Faculty and Staff Events](https://policies.txst.edu/university-policies/04-04-54.html)
2. Old Business:

* Meet with Faculty Development to discuss ideas about how to (and potentially team up to) create spaces for NLF to meet for informal professional development or to set up Q&A sessions for new NLF, etc.

Faculty Development staff (Candace Hastings and Karmarie Carter) joined the meeting at approx. 1:30pm. They shared available resources (teaching and learning) for NLF and are excited to partner with us to build community and connection. This includes things like orientation, promotion in-services, engagement, and less formal social events.

Discussed ways to craft narratives (and entire promotion package) on what faculty have done and highlighting individual labor efforts. A great exchange of ideas was had.

* Date for fall new NLF orientation. The NLF Leadership team will continue to work on updating the orientation workshop and materials.
  + - Suggestion: Tuesday, August 20th (in-person at 1:30pm, Zoom at 6pm)
    - HR orientation from 8am-noon this day – okay to have ours same day?
    - NLF members voted to hold orientation on Tuesday Aug. 20th and we will ensure it is different in scope from the Human Resources orientation.
* The new instructional faculty line requires a competitive search. Many departments handle these hires (e.g. of senior lecturers) differently than tenure track hires.
  + - Should new instructional faculty be hired using the same process as tenure-track faculty? Should this be left up to each department (as it currently is)? Leave the policies in the hands of the department or try to have a broader, more standardized process?
    - Important note: after this conversion – no more conversions will take place. New faculty will need to undergo a competitive search. Committee consensus after discussion was to let the policy remain as-is.

Reminder next meeting on Feb. 16th, 2024. 1-3pm via Zoom.

Meeting adjourned at 3:01pm.

Save the dates:

* February 16, 2024 – NLFC Zoom meeting 1-3pm
* March 22, 2024 – NLFC Zoom meeting 1-3pm
* April 10, 2024 – Round Rock NLF Appreciation Reception, Avery 256, 11am-1pm
* April 19, 2024 – NLFC Zoom meeting 1-3pm