

Non-Tenure Track Issues Meeting Minutes
Nov 15, 2017

PRESENT:

Chris Craig, Stephen Marz, Scott Wall, Jennifer Tourville, Crystal McAlvin, Laurie Knox, Kristina Gehrman

ABSENT: Phyllis Thompson

Crystal brought the meeting to order.

The minutes for the October meeting of the NTTI committee were approved and will be posted on the Faculty Senate website

Discussion began with background of review of Chapter 3 of the Faculty Handbook for comparison to Chapter 4. Workload definition for TT faculty was reviewed and compared with NTT faculty workload. Suggested addition of Section 4.0.1 was discussed and revised to define the workload of NTT faculty. Committee members' workloads were compared and further additions were considered to reflect the equivalency of 12 credit hour appointments for full-time NTT faculty. After much productive discussion the committee voted to approve the addition of Section 4.0.1.

Review of Chapter 4 revisions continued with each section. The importance of contacting the Office of Equity and Diversity was discussed. The statement at the closure of Section 4.1 concerning diversity was moved to the beginning of Section 4.1 Typo in 4.1.1.5 was corrected, *practice* was changed to *extension*. Revisions made to the complete Section 4.2 at the last meeting were revisited to ensure further revisions were not needed, minor adjustments were made throughout. Minor revisions were also made to Section 4.5.2. The motion for approval of all changes to Chapter 4 was passed.

Further work needed to the document was discussed and Kristina Gehrman volunteered to edit Section 4.1.1.5 and email to fellow committee members for review. Laurie Knox and Crystal McAlvin will evaluate recommended revisions from Phyllis Thompson via email. If possible, the committee will approve all revisions before the next Faculty Affairs Committee meeting.

Meeting was adjourned at 5:07pm. The next meeting is scheduled on December 6th.

Respectfully submitted,

Jennifer Tourville, Recorder