

Non-Tenure Track Committee Regular Meeting Minutes
The University of Tennessee – Knoxville

12 January 2018
Strong Hall Room 202

1441: Meeting was called to order by Crystal McAlvin, co-chair of the Non-Tenure Track (NTT) Committee. Present were Crystal McAlvin (CM), Laurie Knox (LK), Scott Wall (SW), Chris Craig (CC), Jennifer Tourville (JT), and Stephen Marz (SM) who recorded the minutes of the meeting. Not present were Kristina Gehrman (KG) and Phyllis Thompson (PT). By having six voting committee members, a quorum was present. The minutes of the 15 November 2017 meeting were not ready for approval.

1442: Discussion was initiated by CM to decide which NTT committee members would attend the Department Head Training on 8 Feb 2018, 0900-1500 at the International House Great Room. Members were encouraged to check their schedules and try to attend. SW tentatively said he may be able to attend at least for part of the six-hour training. Department head training would include training in the policies and procedures that department heads would be required to follow and implement, including those policies that might affect NTT faculty.

1444: Discussion of the comments provided by Interim Vice Provost Matthew Theriot regarding NTT appointment letters commenced. CC presented the many challenges regarding appointment letters, particularly the inclusion of promotion criteria in an initial-hire appointment letter, since initial hires may not necessarily be promoted or even hired to be considered for promotion. Committee agreed that appointment letters should be geared towards teaching workload, courses taught, what % of effort is service, and what kinds of service or research would be required for an NTT's duties and for promotion (if any).

1451: LT presented a document from her department stating how NTT clinical faculty are promoted. LT explained the discrepancies between the bylaws and the appointment letter for initial hires versus renewal letters. LK found that those NTT faculty that wanted to be promoted must perform duties above and beyond their appointment letter. Those NTT faculty members might be performing certain duties without compensation just to be competitive for promotions.

1457: LK was concerned with how NTT lecturers are promoted. For example, those lecturers performing additional duties beyond their appointment letter versus those who perform only those duties specified in their appointment letter might be considered differently for promotion. CC pointed out that lecturers would be promoted IAW the revised faculty handbook which states that lecturers must be promoted based on the agreed upon duties of their appointment letter (initial and renewal). LK stated further that promotion committees may weigh their decisions more heavily to promote those NTT faculty who perform uncompensated service or research.

1517: LK stated that the service performed by NTT faculty may suffer due to some of the changes being considered to faculty handbook. CC pointed out that a tough choice must be made: 1) do NTT faculty want a reward structure for work they perform beyond their appointment letter or 2) do they want their entire list of duties on their appointment letters? These changes may force one of two options: 1) TT faculty take up the "slack" of service no longer performed by NTT, which leaves NTT segregated from

university service, or 2) NTT faculty will be rewarded for service that they currently perform without credit. No prediction was made on which one of these options is most probable.

1526: JT read the promotion requirements between assistant clinical professor and associate clinical professor and the differences between those promotion requirements and her appointment letter. She outlined that one would be required to perform scholarly research if they desired a promotion, even though their appointment letter did not include any research credit or compensation. JT pointed out that fulfilling the duties of her appointment letter would not be sufficient for promotion to associate clinical professor. CC and SW stated that the new appointment letter requirements in the updated faculty handbook should reconcile the differences between an NTT faculty member's promotion document and their appointment letter.

1529: SW identified the discrepancies between appointment letters and the bylaws regarding those on a "promotion track". Particularly, SW and LK indicated that the appointment letter must include a breakdown of duties, including the amount of credit given to each duty. CC stated that SW and LK's assumption was correct. CC further stated that the breakdown of duties would be required to be compliant with the NTT revisions to the faculty handbook.

1535: CC moved the discussion to the desired outcomes of the current meeting, including the most pressing task: formulating an appointment letter template for NTT faculty. 100% of a NTT faculty member's effort must be broken down into the individual duty requirements. CC identified that those with renewed appointments who want to be promoted may have additional duties listed somewhere else, such as a web page or department policy manual. CM identified that the new language added to the faculty handbook would prevent departments from adding addendums to an appointment that were not specified directly in the NTT faculty member's appointment letter. LK stated that CM's assertion was correct at least until the NTT member's next annual review where changes could be made.

1539: CM agreed that she would begin the process of writing an appointment letter template that incorporates an NTT faculty member's duties line-by-line and the amount of credit they would receive for each duty.

1544: LK wanted to include other NTT faculty members in the conversation to identify potential problems that they might face with the new changes to the faculty handbook. For example, will the current NTT faculty members lose their current service positions? Will these faculty members have new service requirements added to their appointment letters that they previously did not have to perform?

1546: CM agreed to write an initial hire appointment letter draft and a renewal appointment letter draft. LK said that these letters will be brought to the executive committee meeting 22 January 2018 @ 1530. CM agreed to be present at the executive committee meeting barring any schedule conflicts.

1551: CM stated that she would distribute a "Whenisgood" poll for subsequent committee meeting times.

1555: CC made a motion to adjourn the meeting. LK seconded the motion. By a six in favor to zero opposed (unanimous) vote of the committee members present, the Non-Tenure Track Committee meeting of 12 Jan 2018 was adjourned.

Respectfully submitted by Stephen Marz, NTT Committee Member