Non-Tenure Track (NTT) Ad Hoc Committee

Meeting Minutes

Tuesday, April 26, 2016

List of Members: David Dieteman (Business), George Dudas (Engineering), Edward Evans (Engineering), Sharon Gallagher (chair, H&SS), Peter Olszewski (Science), Sue Rangarajan (Business), Gary Viebranz (H&SS), and Tia Young (Science)

Members Present: George Dudas (Engineering) and Sharon Gallagher (chair, H&SS)

Invited Guests: Ralph Ford (Chancellor) and Luciana Aronne (chair, Faculty Senate)

Meeting Place: Reed 150

Summary of Topics Covered

1. Began meeting at 9:05 a.m.
2. Clarified issue about a five year minimum contract for Senior Lecturers
* We all agree on the principle of the recommendation.
* The area of clarification was how it should be phrased to allow for the rare event when a Senior Lecturer’s teaching falls below standards.
* While exact phrasing was not determined, those present agreed that it should include the following:
* The Senior Lecturer’s next contract renewal should be for ***three years*** rather than five.
* The decision to reduce the contract length from five to three years would require the Chancellor’s approval; the school director could not make this decision alone.
* The Senior Lecturer’s poor teaching performance must be well-documented ***before*** a three year contract renewal is given.
* A specific, written plan of mentorship to help the Senior Lecturer improve his/her teaching must be in place before the new contract begins.
1. Other topics discussed/presented
* Upon promotion to Senior Lecturer, the faculty member would receive a three credit course release per academic year which would allow the opportunity to have additional time to pursue the needed scholarly/research requirements to achieve the next promotional level.
* Naming the new non-tenure track rank-- Distinguished Senior Lecturer
* Allow this position to have a standing contract
* The Chancellor indicated that the university stopped doing this years ago and in order to change it, the University Senate would need to pursue it.
* The committee followed up with the proposal of the position having a ***ten year*** contract.
* Retain a three credit course release per academic year as awarded in Senior Lecturer promotion.
* Allow those who achieve this highest rank to have the opportunity to apply for a sabbatical.
* The Chancellor indicated that this would also be something that the University Senate would need to pursue.
* The committee followed up on this idea with the proposal to support non-tenure track faculty in pursuing grant opportunities that would permit them to take a semester’s leave to pursue a scholarly or service goal.
* BCF10 – Promotion of Faculty Members to the Rank of Senior Lecturer
* The nomination procedure presently specified in the University Senate’s changes to HR23 and HR21 will entirely change this policy.
* Nominations for promotions to Senior Lecturer or the new rank should allow the non-tenure track faculty’s application to move to the appropriate college level committee if it receives support from the school committee and/or the school director.
* The only way an application for promotion would not move on to the college committee is if it did not receive support from the school committee AND the school director.
* A written appeals process included in this section to explain to non-tenure track faculty how to challenge a promotion decision.
* BCF19 – Appointment and Renewal of Lengths of Fixed-Term Multiyear Faculty
* Five year contracts for Senior Lecturers; ten year contracts for the second promotion
* The rationale for five and ten year terms is to allow for better streamlining of the renewal process to coincide with Five Year Extended Review
* The language of reduced contract lengths based upon documented poor performance could be added (as discussed above).
* BCF21 – Penn State Behrend Faculty Workload Guidelines
* There should be flexibility of percentages to support non-tenure track faculty in pursuing their teaching, scholarly, and service goals.
* Special attention should be paid to keep service within reasonable boundaries. Also, non-tenure track faculty who take on a service position that requires a significant time investment to succeed in the position should receive the appropriate amount of release time to do so.
* Add non-tenure track ranks—fixed term, Senior Lecturer, and new promotion level—under Standing Teaching Loads section.
* Add a section for Non-Tenure Track, Full-Time Faculty Workload to Guidelines.
* At present, there is only a section for Tenured Faculty Workload.
1. Adjourned at 10:00 a.m.

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| Action Item Assigned | Person(s) Responsible | Due Date |
| Write minutes & send meeting minutes to committee for approval | Sharon | ASAP |
| Write end of year report, submit and send copy to committee | Sharon | Monday, May 16, 2016 |
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1. Respectfully Submitted by: Sharon Gallagher