Non-Tenure Track (NTT) Ad Hoc Committee

Meeting Minutes

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, Sharon Gallagher, Peter Olszewski, and Gary Viebranz

Date: Monday, Oct. 12, 2015 10:00 a.m.

Meeting Place: Reed 113

Summary of Topics Covered at Meeting:

1. Call to order by chair at 10:00 a.m.
2. New Business
3. New committee responsibilities – Faculty Council
4. Committee accountability report distributed
5. Report due at beginning of December
6. Committee meeting minutes template distributed
7. May be approved by committee via email vote
8. Sent to Faculty Council Chair, Luciana Aronne, to post
9. Appointing a committee secretary
10. Take minutes of meeting
11. Type up minutes and send to all committee members to review and vote upon
12. Send approved minutes to Faculty Council Chair
13. No volunteers to serve as secretary so chair will assume the role
14. Ongoing Business
15. Progress report on policies from last year
16. BCF7 (Assignment of Mentors)
17. BCF19 (Appointment & Renewal Lengths for FTM)
18. BCF21 (PSB Faculty Workload Guidelines)
19. Committee Charges for 2015-2016
20. Investigate extended review practices for FTM faculty and develop a form of developmental review for FTM faculty or standardize across all four schools the process of contract renewal (Faculty Affairs, carry over from last year)
21. Review policies and procedures for promotion to Senior Lecturer and develop best practices for promotion (from Faculty Affairs)
22. Investigate workloads for lecturers
23. Chair suggested management for charges
24. Begin with 1 & 2, subcommittee & divide workload, set deadline for information submission, collate information, send out to entire committee, read, & meet
25. Members present suggested locating information gathered from last spring as an excellent starting point to begin work on charges and determine what gaps need to be filled
26. Invited to attend Faculty Organization meetings:
27. Monday, Oct. 26, 2015, 4:30 – 5:30 p.m. Burke 180
28. Tuesday, Dec. 8, 4:30 – 5:30 p.m.
29. Invited to attend Discussion Forums
30. Monday, Nov. 9 – Green Dot, 12:20 – 1:10 p.m. Metzgar
31. Wednesday, Dec. 2 – Canvas, 12:20 – 1:10 p.m. Metzgar
32. Adjournment at 11 a.m.

| Action Item Assigned | Person(s) Responsible | Due Date |
| --- | --- | --- |
| Send revisions of BCF 7, 19, & 21 to committee | Sharon | ASAP |
| Locate and send information gathered from Spring 2015 | Sharon | ASAP |
| Type up & email minutes to committee for electronic approval | Sharon | ASAP |

Respectfully Submitted by: Sharon Gallagher