Non-Tenure Track (NTT) Ad Hoc Committee

Meeting Minutes

Tuesday, February 2, 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), Edward Evans (Engineering), Sharon Gallagher (chair, H&SS), Peter Olszewski (Science), Sue Rangarajan (Business), Gary Viebranz (H&SS), and Tia Young (Science)

Meeting Place: Reed 113

Summary of Topics Covered

1. Call to Order: 12:05 p.m.
2. Meeting minutes from Monday, Oct. 12, 2015 approved by those present
3. BCF7 – Assignment of Mentors
4. Discussion
5. Changes approved
6. Original & approved revisions will be sent to Dawn
7. BCF19 – Appointment & Renewal Lengths for FTM and BCF21 - PSB Faculty Workload Guidelines
8. Original & revisions attached to email to committee prior to meeting
9. Discussion set aside to announce recent campus & university developments pertaining to these policies
10. Summarized proposed changes for NTT faculty that were presented at the Faculty Organization meeting on Tuesday, December 8, 2015 (minutes from that meeting to be posted)
11. Discussion of Appendix H (Jan. 26, 2016) – Senate Committee on Faculty Affairs Revision to Policy HR23 Promotion and Tenure Procedures and Regulations (emailed to NTT Committee members Monday, Feb.1, 2016)
12. Chair shared further information learned at the spring meeting of the Campus Governance Leaders (video conference) on Friday, January 29, 2016 from 12:00 – 1:30 p.m.
13. Chair distributed paper copies of Appendix J (April 28, 2015) – Senate Committee on Faculty Affairs Report on Faculty Teaching Workloads; The Senate Record (vol. 49, No. 3, December 8, 2015) Forensic Business: Professional Ranks, Review, and Promotion Paths for Penn State’s Fixed-Term Faculty; Appendix C (December 8, 2015) Senate Committee on Faculty Affairs Senate Committee on Intra-University Relations – Professional Ranks, Reviews, and Promotion Paths for Penn State’s Fixed-Term Faculty; and Appendix M (Jan. 26, 2016) Senate Council Report on Fall 2015 Campus Visits
14. Discussion about how to best approach charges in light of this information
15. Committee decided to review information in reference to investigating extended review practices for FTM faculty; evaluating policies & procedures for promotion to Senior Lecturer & best practices for promotion; and investigating lecturer workloads
16. Committee decided to submit a written report on their findings to the chair of Behrend’s Faculty Council with the request that a copy also be given to the university Senate Chair
17. Committee to meet Tuesday, March 1, 2016 from 12:00 – 1:00 p.m. to report findings
18. Motion to adjourn (Ed); seconded by Gary. Adjournment at 1:00 p.m.

| Action Item Assigned | Person(s) Responsible | Due Date |
| --- | --- | --- |
| Send minutes from Feb. 2 to NTT committee for approval | Sharon | Friday, Feb. 5, 2016 |
| NTT committee approval on minutes from Feb. 2 (electronic) | All committee members-no response by due date will be considered as approval | Friday, Feb. 12, 2016 |
| Review materials distributed at meeting & all other relevant ones to charges | All committee members |  |
| Make suggestions for improvement | All committee members | Friday, Feb. 26, 2016 (if emailing suggestions for compiling) |
| Attend meeting | All committee members | Tuesday, March 1 12:00 – 1:00 p.m. |

Respectfully Submitted by: Sharon Gallagher